

Please review the information below, make any necessary corrections or additions, and return the completed form.
Pricing, deposit, balance, and payment terms are handled separately through your Square invoice and agreement.

1. EVENT INFORMATION

Event Name

Event Type

EVENT SCHEDULE

Date	Start Time	End Time	Location / Notes

2. PRIMARY LOCATION

Venue / Location Name

Address

Specific Location at Venue (room, ballroom, entrance, etc.)

Secondary Location / Address (if applicable)

3. BOOKING CONTACT

Contact

Company / Organization

Title

Cell Phone

Email

4. ON-SITE CONTACT

On-Site Contact

Role / Title

Cell Phone

Same as Booking Contact? (Yes / No)

5. SERVICES & EVENT NOTES

Services Included

Special Instructions

Event Attire

Normal attire is slacks and a polo unless something else is requested.

6. ADDITIONAL NOTES

Additional Notes