



AVZ

DECOR & DESIGN

EVENT QUESTIONNAIRE

COMPANY DETAILS

Company: _____

Contact person: _____

Cell/Tel no: _____ Email: _____

GENERAL INFORMATION:

Venue: _____ Date: _____ Time: _____

Theme: _____ Type of flowers: _____

Colour scheme: _____ Number of guests: _____

Give a short description of the event: _____

Estimated budget for flowers and décor? _____

VENUE INFORMATION:

Contact person: _____ Cell/Tel number: _____

Pre-drinks area – do you need:

Furniture: _____ Floral arrangements: _____

Games: _____ Photo booth: _____

Draping: _____ Lighting: _____

Heating (heaters, blankets etc): _____

Cooling (umbrellas, fans): _____

Other: _____

Function area – do you need:

Guest list stand: _____

Lighting: Fairy lights Naked bulbs Chandeliers Other _____

Elaborate if necessary: _____

Draping: _____

Chairs (if not supplied by venue): Yes No No of chairs: _____

