

Abridged Party Survey

Name and Standard Details				
Contact Name:		Group:		
Event Date:		Event Name:		
Event Type:		Event Theme:		
Guest Arrive Time:		DJ Start Time:	Stop Time:	
Cocktail Hour:		Meal Time:	Dance Time:	
Room Available for Setup Time:				
Venue (place that the event is being held)				
Venue Name:		Room:		
		Cocktail Hour Room:		
Address:		City:		
Site Contact:		Site Contact Title:		
Phone:		Fax:	Alt Phone:	
Stairs?:		Fog Allowed?:	Load in:	
Directions		Describe Parking		

Guests	How Many	The DJ/Entertainers		
0-9 years old		Type of Dress	Tux Suit/Dress Casual Summer Theme	
10-15 years old		Take Requests?	Yes	No
16-20 years old		Staff Meal(s) Provided?	Yes	No
21-30 years old		Type of Personality Desired	Conservative Mildly-Interactive Highly-Interactive	
31-45 years old		Other Event Professionals That We Are Working With		
46-60 years old		Name	Company	Phone
61 and up				
Total Guests				
M/F Ratio				

**Key People and Relationships
(Use additional paper if necessary)**

Guest of Honor 1		Relation to Contact	
Guest of Honor 2		Relation to Contact	
Family of Key People			

