

Client Intake Form

So you don't forget to ask the important questions!

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CONTACT NAME: _____

DAY & DATE: _____ TIME: _____

ADDRESS: _____

CITY/STATE/ZIP _____

PARTY TYPE: _____ PARTY THEME: _____

OF EXPECTED ATTENDEES: _____ WILL THERE BE... KIDS | ADULTS | MIX OF BOTH

IS THIS (CIRCLE ONE): INDOOR | OUTDOOR IS A CANOPY NEEDED? YES | NO
IF YES, THERE IS A \$_____ CANOPY FEE.

EVENT NOTES: _____

