



# Planning Your Event

Bride and Groom names: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event date: \_\_\_\_\_ Set-up day: \_\_\_\_\_/time: \_\_\_\_\_

Take down day: \_\_\_\_\_/ time: \_\_\_\_\_

Event Location: \_\_\_\_\_ City \_\_\_\_\_

How many are you expecting? \_\_\_\_\_

What activity do you need the rental for?

- plated dinner       buffet dinner       cocktails       theater seating  
 Band stage       DJ stage       Ceremony stage       dancing  
 catering area       other \_\_\_\_\_

What do you need?

- Tent       Dance Floor       Stage       Accessories

What size do you need? (Use Capacity Charts as guides.)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

What accessories do you need?

WALLS     Cathedral Walls     Solid Walls     Mesh Walls

OTHER     Large Cooler     Small Cooler     Tent Heater     Misters

Sheer Curtains     String Lights     Stage Skirting     Other \_\_\_\_\_

For additional decoration needs, contact your choice of designers.

We often work with We Do Designs ([www.wedodesigns.net](http://www.wedodesigns.net))

Contact us if you have any questions. [www.intentseventschico.com](http://www.intentseventschico.com) (530) 343-3422