

Event Planning Form

Client intake worksheet for planners & venue coordinators

OnlineFormTemplates.com: Free fillable template

Client information

Client / host name

Phone

Email

Event overview

Event type

Event date and time

Venue / location

Expected guest count

Budget range (\$)

Setup / teardown window

Catering & menu

Catering and menu notes

Vendors & logistics

Check every vendor category this event needs.

Catering

AV / sound

Decor / florals

Photography

Entertainment

Rentals (tables, tents)

Other vendors needed

Special requests

Special requests and notes

Authorization

Signature

Date

Fillable PDF event planning worksheet for consultations and booking records.