

Event-Full Elements Intake Form

1. Which area is the one most suited for your company and/or event? (Circle one)

- a) Gift Baskets
- b) Promotional Products
- c) Weddings
- d) Events

2. Based on your answer in question 1, please choose which area you would like to focus on first.

a) Gift Baskets

- Custom gift baskets
- Occasion gifts
- Chocolates & edibles
- Glassware/stemware & crystal
- Gift wrapping or personal shopping services

b) Promotional Products

- Trade shows & conferences
- Promotional apparel
- Logo'd hard goods
- Customer/Employee incentive programs
- Marketing strategies
- Calendars, portfolios, office/event stationary
- Course, classes, materials compilation

c) Weddings

- Day of services
- Decor & rentals
- Event design
- Set up & tear down
- Events staff & bar staff
- Consulting
- Full service planning(Package options including vender selections)

d) Events

- Audio, media, lighting & sound
- Bar staff & events staff
- Event rentals
- Event design & consulting
- Set up & tear down
- Concerts, custom holiday parties, & entertainment
- Event stationary & door prizes/giveaways
- Open houses

3. What is your budget for the area(s) you would like focused on?

4. In one sentence describe your company.

5. Describe your previous experience in this/these area(s). What worked and what didn't work?

6. How did you hear about us? What is it that stood out to you from our company that you believe would be a fit with you?
