

Prospective Client Information Sheet

Prospective Client Information Sheet															
Today's Date															
Event Name															
Person Who Will be Signing Contract (Financially Responsible)				Relation to B&G											
Address				Email											
Address				Email											
Main Phone				Cell											
Responsible Planner (Client-side)		Title		Cell		Email									
Co-Responsible Planner (Client-side)		Title		Cell		Email									
Bride		Home		Cell		Email									
Address										Remote Planning?					
Address										Destination Wedding?					
Mother		Father		Other											
Groom		Home		Cell		Email									
Address										Remote Planning?					
Mother		Father		Other											
Event Date Priorities		Day	Date		Est. Total Invitees	Estimated Actual Attendees					Avg		Requested Count to Base Offer		
<i>Example</i>		<i>Saturday</i>	<i>example</i>		<i>225</i>	High	<i>190</i>	84%	Low	<i>165</i>	73%	178	79%	<i>175</i>	78%
Preference 1: Event Date						High		####	Low		#DIV/0!	0	####		####
Preference 2: Event Date					0	High	0	####	Low	0	#DIV/0!	0	####		####
Preference 2: Event Date					0	High	0	####	Low	0	#DIV/0!	0	####		####
Preference 3: Event Date					0	High	0	####	Low	0	#DIV/0!	0	####		####
Preference 4: Event Date					0	High	0	####	Low	0	#DIV/0!	0	####		####
Requested Optional Upgrades (if any desired. May be added later as available) (fill in white boxes only)															
Item No.	Description			Qty or Guest Count	Unit Cost	Sub-Total	% Labor	% Non-Labor	6% Tax (on non-labor only)	15% Gratuity (on labor only)	Total				
1						\$ -	75%	25%	\$ -	\$ -	\$ -				
2						\$ -	75%	25%	\$ -	\$ -	\$ -				
3						\$ -	75%	25%	\$ -	\$ -	\$ -				
4						\$ -	75%	25%	\$ -	\$ -	\$ -				
5						\$ -	75%	25%	\$ -	\$ -	\$ -				
6						\$ -	75%	25%	\$ -	\$ -	\$ -				
7						\$ -	75%	25%	\$ -	\$ -	\$ -				
8						\$ -	75%	25%	\$ -	\$ -	\$ -				
9						\$ -	75%	25%	\$ -	\$ -	\$ -				
10						\$ -	75%	25%	\$ -	\$ -	\$ -				
TOTAL						\$ -			\$ -	\$ -	\$ -				