

# FADDS Entertainment Event Worksheet

Customer Name \_\_\_\_\_

Phone # \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

## Event Planner Contact Information

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Time \_\_\_\_\_

Special Instructions ( setup time, etc )

\_\_\_\_\_  
\_\_\_\_\_

Event Location \_\_\_\_\_

Directions (if needed)

\_\_\_\_\_  
\_\_\_\_\_

Contract signing Date \_\_\_\_\_

Total price of service \$ \_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_

Balance due on or before date of service \$ \_\_\_\_\_

Description of package and any special conditions or concerns for setup.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_