

5th **ELEMENTEVENTS™**

Client: _____ Clients Number: _____

Event Date: _____ Location (venue & Room): _____

Start Time/End Time: _____ Venue Contact: _____

Clients Email: _____ Number of Guests: _____

Theme/Inspiration:	Key Features
Purpose of Event:	
Sequence of Events: (Cocktails, Speeches, Awards, Dancing):	
Stage design/Lighting/Décor/Florals/Centerpieces:	
DJ/Music/Entertainment (include load in and start times - if available):	

Budget Range: 5K 5K – 10K 10K – 20K 20K – 50K 50K +

Billing Address:

Requirements/Special Instructions:

Phone 416 241-4440 / Fax 416 241-5261

***info@5thelementevents.com* www.5thelementevents.com**

Please fill out this form and fax back to the number above. A 5th Element Events designer will contact you within 24 hours!