

ideas

EVENTS & RENTALS

REQUEST FOR PROPOSAL

CATEGORIES IN **BOLD** ARE MANDATORY FOR PROPOSAL REQUESTS.

All information will remain confidential.

CLIENT INFO

Company Name: _____
Company Address: _____ **Zip:** _____
Contact Person: _____
Email Address: _____ **Phone Number:** _____

EVENT INFO

Event Date: _____ **Start Time:** _____ **End Time:** _____
Type of Event: ___ Breakfast ___ Lunch ___ Dinner ___ Buffet ___ Reception ___ Other: _____
Venue: _____ **Room:** _____
Budget: (definitive or range) _____ **Range** _____
Theme: _____
Number of Attendees: _____ **Seating for Reception:** _____ **Seating for Meal:** _____
Delivery Date/Time: _____ **Strike Date/Time:** _____

DECOR

___ Bar ___ TableTop ___ Lounge Furniture ___ Linen
___ Chairs ___ Highboys ___ Cocktail Tables ___ Tables
___ Lighting ___ Flooring ___ Entertainment ___ Wall Treatment

Other: _____

Is there anyone else bidding?: _____

When do you need this proposal?: _____

Has your client requested this proposal?: _____

I D E A S E V E N T S & R E N T A L S

760 National Court, Richmond, CA 94804 | 415.558.8900 | www.ideas-events.com