



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: _____ Sitdown _____ Buffet _____ Reception
Venue: _____ **Room:** _____
Budget: (definitive or range) _____ Range _____
Theme: _____
Number of Attendees: _____ Seating for Reception: _____ Seating for Dinner: _____
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 request this proposal: _____

IDEAS EVENT STYLING

71 Stevenson St. Suite 400, San Francisco, C.A. 94105 | 415.558.8900 | www.ideas-events.com