



event design group

Value-added services at an affordable cost!

EVENT INQUIRY FORM

If you're interested in working closely with Event Design Group, LLC (EDG) to plan your next event, please complete this form so that we can better assist you. Upon review of your event details, an EDG representative will contact you to arrange an initial consultation to discuss your event in detail.

Bride's Name: _____

Groom's Name: _____

E-mail: _____

Primary Phone: (_____) _____

Event Date: ____/____/____

Event Date Confirmed? Yes No

Event Location: _____

Event Location Confirmed? Yes No

of Attendants: _____

Expected # of Guests: _____

What is your budget? \$ _____ .00

What is your budgeted amount for an Event Planner?

\$ _____ .00

List your top three event planning needs:

1. _____

2. _____

3. _____

Commitment to Quality:

We strive to offer the best quality service at an affordable cost. We challenge ourselves to continuously build and maintain relationships with local, regional and national vendors to better service our clients. To ensure the best service to our clients, our staff adheres to the following commitment statement:

- We will provide every client with prompt and courteous service.
- We will continuously research new technologies, best practices and industry resources to better service the client
- We will strategically match the requests of our clients with industry trends and EDG methodologies to plan each event individually and successfully.
- We will always provide current, accurate and complete information to clients.
- We will provide monthly detailed invoices allowing clients to track EDG's dedication to the success of their individual event.
- We are on a never-ending pursuit to identify experienced, industry-driven and customer-friendly people to service our clients.