

# Event Lighting & Décor Planner

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

Bride's Name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address after the event

City

State

Zip

## Facility Information

Place of Reception: \_\_\_\_\_

Stairs: Y/N

Phone Number: \_\_\_\_\_

Elevator: Y/N

Contact Person: \_\_\_\_\_

Room Captain: \_\_\_\_\_

Can a mirror ball be hung

Room Name: \_\_\_\_\_

over the dance floor? Y/N

Address: \_\_\_\_\_

Directions to facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Schedule of Events

Ceremony Location: \_\_\_\_\_

Wedding Ceremony: \_\_\_\_\_ to \_\_\_\_\_ Reception Hours: \_\_\_\_\_ to \_\_\_\_\_

What type of lighting show would you like provided? Circle one (Subtle, Variety, Club Atmosphere)

If you have a monogram or image projection where do you want it projected? \_\_\_\_\_

What are your wedding colors? \_\_\_\_\_

If you have uplighting what color or colors do you want used? \_\_\_\_\_

Where do you want the uplights placed? \_\_\_\_\_

Would you like the L.J. to use fog to enhance the light show and energize the room? Yes / No

A meal is to be provided for the L.J. If an empty seat is available can the L.J. eat with your guests? Yes / No

If your package includes an intelligent light please answer the following 3 questions.

Would you like a spot light for special dances? Yes / No

Would you like a spot light for the introduction of Bridal Party? If yes circle - Spotlight or Heart Yes / No

Would you like to spot light your wedding cake? Yes / No

## Contacts

Best contact # for Bride and Groom the week of the reception Phone Number: \_\_\_\_\_

Contact for Day of Event: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other contacts: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ (company)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Videographer: \_\_\_\_\_ (company)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**CEILING DRAPES**

- How many points does your ceiling drape have? \_\_\_\_\_
- Is your ceiling drape lit? (**Y or N**) \_\_\_\_\_
- Please briefly describe style and placement of ceiling drape. \_\_\_\_\_

**MONOGRAMS**

- For a custom monogram, please list the **Gobo #** and **Font** you would like from our gobo catalog. \_\_\_\_\_
- If you have a monogram where do you want it projected? \_\_\_\_\_

**WALL DRAPING**

- What color wall draping do you want? (**White, Ivory or Black**) \_\_\_\_\_
- If you have wall draping. Where do you want it placed? \_\_\_\_\_

**UPLIGHTING**

- What color or colors do you want used? \_\_\_\_\_
- Where do you want the uplights placed? \_\_\_\_\_

**HEAD TABLE LIGHTING- (White or Ivory Table Linen Required!)**

- How many tables make up your head table? \_\_\_\_\_
- Icicle or uplights for your head table? \_\_\_\_\_
- If using uplights what color? \_\_\_\_\_

**CAKE TABLE LIGHTING- (White or Ivory Table Linen Required!)**

- **Icicle** or **Uplighting** for your cake table? \_\_\_\_\_
- If using uplights what color? \_\_\_\_\_

**PINSPOT LIGHTING**

- Please list items that you want pin spotted. \_\_\_\_\_
- Give a description of your center pieces. For example: (Tall vase single flower, low vase large ball of flowers.) \_\_\_\_\_

**THEMED IMAGE PROJECTIONS**

- Will the themed image be on the (**Dance Floor, Walls or Ceiling**)? \_\_\_\_\_
- What pattern will be used? \_\_\_\_\_
- Give brief description of image placement. \_\_\_\_\_

**ITALIAN BISTRO LIGHTS**

- Give a description where you would like them hung. \_\_\_\_\_

**PROJECTION SCREENS & PLASMA TV's**

- What type of screen/TV will you be using? (**Draped Screen, 8ft Pop Up, Plasma TV**) \_\_\_\_\_
- Will **Party Pleasers** or **You** be providing media for the slideshow presentation? \_\_\_\_\_
- If you are providing the media, who is the person & # to contact about it? \_\_\_\_\_
- Will the media provided be on a **DVD** or **Laptop**? \_\_\_\_\_

**OTHER NOTES**

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