

A. Marie Events & Design

How to Complete & Return This Intake Packet

Corporate & Procurement-Friendly Instructions

Thank you for your interest in A. Marie Events & Design. This fillable PDF is designed for corporate review, internal approvals, and electronic signature workflows.

HOW TO COMPLETE:

- Please complete all applicable sections. You may save progress and return later.
- Use checkboxes and dropdowns where provided for efficiency.
- Additional notes may be added where space is provided.

HOW TO RETURN:

Option 1 – Email Submission (Recommended):

- Save the completed PDF to your device.
- Email the file to info@amarieevents.us.

Option 2 – Adobe Sign / DocuSign:

- Upload this PDF into your internal e-signature system.
- Route for internal approvals as needed.
- Once signed, email the final PDF to info@amarieevents.us.

WHAT HAPPENS NEXT:

- Our team will review your intake within 1–2 business days.
- We will schedule a consultation to confirm priorities and scope.
- A tailored proposal will follow based on your selections.

A. Marie Events & Design

Packet Contents

For internal routing, procurement review, and approvals

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A. Marie Events & Design

Corporate Event Planning Questionnaire (MASTER - Detailed)

Complete intake for Holiday Parties, Conferences/Summits, and Executive/VIP events.

Please complete as much as possible. For Google Forms, conditional logic will route to the right sections.

1. Company & Primary Contact

Event Type*

Other (if selected)

Company / Organization Name*

Primary Contact Name*

Title / Position

Email Address*

Phone Number

Preferred Method of Communication Best time to reach you

2. Event Overview

Event Name

Internal / External / Both

Primary Audience (employees, clients, VIPs, media, etc.)

Purpose / Goals

Desired attendee takeaway

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3. Date, Time & Location

Preferred Event Date(s)*

Alternate Date(s)

Event Time (Start-End)

Time Zone

Multi-day event?

Location / Venue

Need venue sourcing assistance?

Preferred city/area (if sourcing)

4. Guests, Budget & Approvals

Expected Guest Count*

VIP guests (approx.)

Accessibility needs

Budget Range*

Budget flexibility

Decision-maker

Budget priorities (rank/describe)

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5. Style, Branding & Guest Experience

Desired atmosphere

Dress code

Theme / concept

Brand colors/guidelines/links

Examples you love (links/descriptions)

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6. Program, Agenda & Production

Program elements (check all)

- ☐ Speakers/Presentations
- ☐ Panels
- ☐ Awards/Recognition
- ☐ Entertainment
- ☐ Networking
- ☐ Dinner Program
- ☐ Workshops/Breakouts

Key moments / run-of-show highlights

AV / production needs

7. Catering & Beverage

Catering style

Beverage service

Wine pairing/specialty?

Dietary restrictions / allergies

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8. Decor, Design & Branding Elements

Decor level

Floral preferences

Branding/signage needed (check all)

- ☐ Logo Signage
- ☐ Step & Repeat
- ☐ Directional Signage
- ☐ Stage Backdrop
- ☐ Sponsor/Partner Logos
- ☐ Digital Screens/Slides

Custom installations / activations / photo moments

9. Entertainment & Enhancements

Entertainment desired

Interactive elements

Corporate gifting / swag

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10. Guest Management & Communications

Invitation method

RSVP tracking needed? Check-in/registration needed?

Seating (open/assigned/VIP)

11. Logistics & Operations

Setup / breakdown requirements

Staffing needs

Transportation / parking / valet

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12. Past Events & Success Metrics

Have you hosted similar events before? What worked well?

What would you like to improve this time?

How will you define success? (KPIs)

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13. Services & Upsell Interest (for Proposal)

Service Level (check all that apply):

- ☐ Full-Service Planning
End-to-end planning, vendor management, budgets, timelines, execution.
- ☐ Partial Planning
Strategic support to finalize vendors/design with structured check-ins.
- ☐ Day-Of Coordination
On-site coordination, run of show, vendor load-in/out, troubleshooting.
- ☐ Design & Styling
Design concept, decor direction, floor plan, florals/linens/lighting direction.
- ☐ Production / AV Management
Sound/lighting/stage coordination, show flow, tech rehearsals.
- ☐ Registration & Guest Services
RSVP/check-in workflows, staffing, badges, guest support.

Enhancements (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Photo Booth | <input type="checkbox"/> Gifting Lounge / Gift Bar |
| <input type="checkbox"/> Custom Step & Repeat | <input type="checkbox"/> Signature Cocktails / Bar Styling |
| <input type="checkbox"/> Live Entertainment Moment | <input type="checkbox"/> Lighting + Ambience Upgrade |
| <input type="checkbox"/> VIP Arrival Experience | <input type="checkbox"/> Content Capture (Photo/Video) |
| <input type="checkbox"/> Transportation / Valet Coordination | <input type="checkbox"/> Venue Sourcing |

Anything else we should know to exceed expectations?

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14. Executive / VIP Details (If Applicable)

Executive audience (board, investors, C-suite, press)

Privacy level

Hospitality level

Security needed?

Security/access requirements

Guest travel / hotel coordination needed? (details)

Authorization (Adobe Sign / Acrobat compatible)

Type your name as a digital signature. This authorizes us to develop a proposal based on your inputs.

Authorized Name (Typed Signature)

Title

Company

Date