

## **Client Detail Intake Form for Event Bookings**

(Some of this information should be able to be filled out with their contract!)

Client Name	
Second Client Name (if multiple)	
Contact Phone Number(s)	
Email	
Where did you find our services? (Website, app, or friend?)	
Date of Event?	
Location of Event?	
Setup Time?	
Start Time?	
End Time?	
How many people?	
What services are needed? BYOB Bar, Open/Cash Bar? (Note: we can only provide certain services at certain venues, states, etc.)	
Do you need us to supply ice? (We recommend 2.5lbs per person if icing items down and making cocktails.)	
Do you want us to supply mixers? If so, what would you like us to offer?	

Are we offering Specialty Cocktails? If so, please send us the recipes you would like us to use.	
How many bar setups are needed?	
Will the bar(s) be indoors or outdoors?	
Do you need us to supply cups? We recommend 1 of each cup type, per person, per hour to be well prepared.)	12 oz Cocktail Cups - # 9 oz Wine Cups - # 1 oz Shot Cups (if allowing shots) - #
What do we need for garnishes? (We typically offer limes, lemons, oranges, and cherries in our contract.)	
What do we need for setup? (Tables, Bar Rental, tablecloths, etc.)	
What do we need for equipment? (Muddler, bar spoons for mixing, shakers, etc.)	
Are we supplying coolers? (If so, we recommend that the client has a cooler at the end of the evening for anything left over if they supplied their own alcohol.)	
Beer Choices (We recommend having between 5-7 choices.)	
Liquor Choices (We recommend having one of each type of spirit, and a bottle of something "special" if desired.)	Vodka - Rum - Tequila - Whisky - Gin -

<p>Wine Choices (We recommend 2 white and 2 red options.)</p>	
<p>Champagne Pour? (If doing a champagne pour, we suggest either a champagne table or a specific timeframe of when it will happen.)</p>	
<p>Where will the full trash bags be stored? (We leave trash onsite, we do not provide bags, trashcans, or take trash with us when we leave!)</p>	
<p>What kind of lighting will you have? (We need adequate lighting if we are outside in order to do our job efficiently.)</p>	
<p>What kind of covered space will we have? (We need to be under a covered space in case of inclement weather.)</p>	
<p>Can you send us a floor plan or let us know where we are setting up?</p>	
<p>Will there be rented glassware? (We don't provide glassware, if you rented or are providing glassware please send us your glass counts.) We recommend at least 1 glass per person, per hour. Glassware will be left unwashed and unrinsed.</p>	