

**Client Intake Form**

Thank you for your interest in our day-of event coordination services! Please complete this form with as much detail as possible so we can better understand your needs. We will review your submission and follow up with you shortly.

**Client Information**

**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Preferred Contact Method:** ☐ Phone ☐ Email ☐ Text

**Event Details**

**Event Type:** ☐ Wedding ☐ Corporate Event ☐ Birthday Party ☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Start Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event End Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Estimated Guest Count:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Venue Name & Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Is the venue booked?** ☐ Yes ☐ No  
**Will there be a rehearsal?** ☐ Yes ☐ No  
If yes, **Rehearsal Date & Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Vision & Services Needed**

**What areas do you need the most help with?** (Check all that apply)  
☐ Timeline Management  
☐ Vendor Coordination  
☐ Setup & Decor Assistance  
☐ Guest Management  
☐ Ceremony/Reception Flow  
☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Details or Special Requests:**

**Budget & Expectations**

**Estimated Coordination Budget:** ☐ Under £600 ☐ £600-£1,000 ☐ £1,000+

**What is most important to you on the event day?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Next Steps**

Once we review your inquiry, we will reach out to schedule a consultation to discuss your event in more detail. If you have any immediate questions, please feel free to contact us at info@dualuxeevents.

Thank you for considering Dua Luxe Events to help make your event stress-free and memorable!

**For Office Use Only:**  
Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Consultation Scheduled: ☐ Yes ☐ No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_