



1435 NW 9TH STREET CORVALLIS, OR 97330
 TEL (541) 752-7255 ONESTOPPARTYSHOP.NET FAX (541) 758-0079

EVENT INFORMATION FORM

Congratulations and thank you for allowing us to be a part of this special event At Special Occasions we are committed to giving the best customer service possible. In an effort to help us give you the service and experience that you deserve we ask that you fill out the following form. This will help us assist you through the planning process as well as coordinate with your other vendors as you direct. Many fields here are geared toward a wedding, but this can be used to help plan any event. Please fill out as much information as you would like, it is as much to help us with your event as it is used as a tool help you with your event.

Any information that you do not know or are unsure of you can leave blank and we can assist you with this.

Thank you very much!

GENERAL INFORMATION	
BRIDE'S NAME:	PHONE NUMBER:
EMAIL:	
GROOM'S NAME:	PHONE NUMBER:
EMAIL:	
ADDITIONAL CONTACT:	PHONE NUMBER:
EMAIL:	
PERSON TO CONTACT AFTER WEDDING / DURING HONEYMOON	
NAME:	PHONE NUMBER:
EMAIL:	
EVENT INFORMATION	
CEREMONY SITE:	
RECEPTION SITE:	
WEDDING DATE:	TIME:
NUMBER OF GUESTS:	NUMBER IN BRIDAL PARTY
COLORS:	
SIZE & SHAPE OF GUEST TABLES:	
SIZE & SHAPE OF CAKE TABLE:	
SIZE & SHAPE OF HEAD TABLE:	
CATERER:	PHOTOGRAPHER:
FLORIST:	COORDINATOR:

Additional Comments: