



Eventful Creators

— EVENT AGENCY —



Tick everything that applies – only fill in what's relevant, we'll discuss the rest together.

01 CONTACT DETAILS

Full name

Company (if applicable)

Phone / WhatsApp

Email

Preferred way to contact you

☐ Phone call

☐ WhatsApp

☐ Email

How did you hear about us?

☐ Instagram

☐ TikTok

☐ Google

☐ Recommendation

☐ Returning client

☐ Other

02 EVENT DETAILS

Occasion

Private

☐ Birthday

☐ Wedding

☐ Bachelorette

☐ Baby Shower

☐ Gender Reveal

☐ Anniversary

☐ Private Dinner

☐ Kids Party

☐ Other:

Business

☐ Corporate Event

☐ Networking Event

☐ Product Launch

☐ Team Building

☐ Gala / Award Night

☐ Conference / Seminar

☐ Brand Activation

☐ Company Anniversary

☐ Other:

Guest of honour (name & age)

Theme or dress code

Preferred date

Alternative date

Start time

End time

Duration (hours)

Is the date flexible?

☐ Yes

☐ No

If flexible, please tell us what works best for you:

Preferred day(s)

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

03 GUEST DETAILS

Number of guests (PAX)

Female guests

Male guests

Guest age group

☐ Adults only

☐ Kids only

☐ Mixed (adults & kids)

Main nationalities / languages spoken (optional)

Number of children (if any)

Ages of children

04 LOCATION

☐ I need suggestions

☐ I already have a location

Location name

Address / Area

Preferred venue type

☐ Private home / Villa

☐ Rooftop

☐ Beach

☐ Yacht / Boat

☐ Desert

☐ Garden / Outdoor

☐ Restaurant / Lounge

☐ Hotel ballroom

☐ Office / Corporate venue

Indoor or outdoor?

☐ Indoor

☐ Outdoor

☐ Both

Preferred area (if you need suggestions)

Access notes (parking, valet, lift, setup time, venue restrictions)

05 TRANSPORT

Guest transport options

☐ Self-drive (own car)

☐ Valet parking

☐ Shuttle bus

☐ Luxury cars / Limousine

☐ Chauffeur service

☐ Safe driver service

☐ Uber / Careem ride codes

☐ Boat / Yacht transfer

☐ Other:

06 DRINKS

Non-alcoholic

- ☐ Water
☐ Fresh juices

- ☐ Soft drinks
☐ Mocktails

- ☐ Juices
☐ Tea & coffee

Alcoholic

- ☐ Beer & wine
☐ Spirits (house)

- ☐ Long drinks
☐ Spirits (premium)

- ☐ Cocktails
☐ Champagne

Specials

- ☐ Welcome drink
☐ Signature drink
☐ Champagne toast

07 CATERING

Service style

- ☐ Canapés
☐ Flying buffet
☐ Buffet (chafing dishes)
☐ BBQ
☐ Buffet (mini dishes / bowl food)
☐ Seated dinner

Live stations – savoury

- ☐ Grill / BBQ station
☐ Pizza oven
☐ Shawarma
☐ Hot dogs
☐ Pasta in cheese wheel
☐ Tacos
☐ Burgers / Sliders
☐ Sushi / Oysters
☐ Other:

Live stations – dessert

- ☐ Ice cream
☐ Waffles
☐ Doughnut wall
☐ Popcorn
☐ Churros
☐ Candy bar
☐ Candy floss
☐ Chocolate fountain
☐ Other:

Cuisine preference

- ☐ Arabic / Lebanese
☐ Greek
☐ Spanish / Tapas
☐ Japanese
☐ Persian
☐ Italian
☐ German
☐ International
☐ Mediterranean
☐ French
☐ Indian
☐ Other:

Dietary requirements

- ☐ Vegetarian
☐ Lactose-free
☐ Vegan
☐ Kids menu
☐ Nut-free
☐ Other:

I would like a cake ☐ Yes ☐ No

I would like a dessert table ☐ Yes ☐ No

I would like a midnight snack ☐ Yes ☐ No

Cake details (tiers, flavour, design) / Allergies / Notes

08 SET UP & FURNITURE

Seating

- | | | |
|---|--|--|
| ☐ Banquet seating | ☐ Cocktail tables | ☐ Mixed seating |
| ☐ Lounge seating | ☐ Long / Imperial table | ☐ Theatre style |
| ☐ Floor seating / Picnic | ☐ Kids table | ☐ Other: <input type="text"/> |

Additional set up

- | | | |
|---------------------------------------|-------------------------------------|--|
| ☐ Dance floor | ☐ Stage | ☐ Tent / Canopy |
| ☐ Welcome area | ☐ Gift table | ☐ Cooling fans / AC |
| ☐ Heaters | ☐ Kids zone | ☐ Other: <input type="text"/> |

09 DECORATION

I would like

- | | | |
|---|---|--|
| ☐ Balloons | ☐ Balloon arch | ☐ Fresh flowers |
| ☐ Backdrop | ☐ Neon sign | ☐ Welcome sign |
| ☐ Table centrepieces | ☐ Candles | ☐ Fairy lights |
| ☐ Uplighting | ☐ Themed props | ☐ Personalised name cards |
| ☐ Table numbers | ☐ Entrance decor | ☐ Other: <input type="text"/> |

Colour palette

Style (e.g. boho, elegant, glam)

Inspiration (Pinterest / Instagram link or description – or send pictures via WhatsApp)

10 ENTERTAINMENT

I would like a

- | | | |
|---|---|--|
| ☐ DJ | ☐ Live band | ☐ Singer |
| ☐ Violinist | ☐ Saxophonist | ☐ Harpist |
| ☐ Pianist | ☐ Drummers | ☐ Fire dancer |
| ☐ LED / Light show | ☐ Belly dancer | ☐ Magician |
| ☐ Caricaturist | ☐ Kids entertainer | ☐ Face painting |
| ☐ Games & activities | ☐ Karaoke | ☐ Other: <input type="text"/> |

Programme notes (speeches, first dance, surprise moments, timings)

11 PHOTOS & VIDEOS

I would like a

- | | | |
|---|---|--|
| ☐ Photographer | ☐ Videographer | ☐ Content creator / Reels |
| ☐ Same-day edit | ☐ Drone shots | ☐ Photo booth |
| ☐ 360° stand | ☐ Polaroid cameras | ☐ Disposable cameras |
| ☐ Instant prints | ☐ Guestbook | ☐ Other: <input type="text"/> |

12 EXTRA SERVICES

I would also like

- | | | |
|--|---|--|
| ☐ Digital invitations | ☐ Printed invitations | ☐ Guest favours / Giveaways |
| ☐ Waiting staff | ☐ Hostess / Welcome team | ☐ Security |
| ☐ Cleaning | ☐ Nanny / Kids supervision | ☐ Other: <input type="text"/> |

13 PERMITS & INSURANCE

Many venues and authorities require these – we're happy to take care of it for you.

I need help with

- | | | |
|--|---|---|
| ☐ Event permit | ☐ Alcohol / Liquor licence | ☐ Music & entertainment permit |
| ☐ Live performer permits | ☐ Drone / Filming permit | ☐ Public liability insurance |
| ☐ Already arranged by venue | ☐ Not sure – please advise | ☐ Other: <input type="text"/> |

14 BUDGET

This helps us provide an offer according to your needs & budget.

Approximate total budget

- | | | |
|---|--|--|
| ☐ Under AED 10,000 | ☐ AED 10,000 – 25,000 | ☐ AED 25,000 – 50,000 |
| ☐ AED 50,000 – 100,000 | ☐ AED 100,000+ | ☐ Other: <input type="text"/> |

15 ANYTHING ELSE?

Additional wishes, ideas or questions

Please send your completed form to

WhatsApp +971 58 550 2250 · alisha@eventful-creators.com

Thank you! We'll get back to you with a personalised proposal.