



# Questions to Ask at Every Client Consultation

Question	Answers
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What kind of event is this? What is the purpose of the event?

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Do you have a prospective date?

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What is the location of your event?

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Have you already chosen a venue?

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How many guests are on your guest list?

Are there any guests of honor?

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Will the event involve any special features (e.g. a meal, guest speakers, live entertainment, etc.)?

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List the top 3 most important factors that will make this event a success.

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Are there any elements you do not want at the event?

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What kind of atmosphere would you like the event to have? Do you have a specific theme, style, or central color scheme in mind?

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What would you most like to hear guests say about the event when it's finished?

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What is your budget for the event (overall and per person)?

