

NASHVILLE LIFESTYLES'  
**EVENTS**

*We offer our expertise, experience, and reputation to create the highest quality events that work for you.  
Together, we can produce an event that exceeds your expectations and meets your goals!*

***Client Information:***

Business Name:

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Business Address:

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Business Website:

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Business Phone:

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Contact Name:

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Contact Phone: \_\_\_\_\_

Best Time to Contact: \_\_\_\_\_

***Event Details:***

*You may not have all of these answers, but we ask that you provide much information as possible.*

\_\_\_\_\_ New Event

\_\_\_\_\_ Recurring Event

Event Name:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location:

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Target Demo:

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Number of People:

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Budget:

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**Type of Event:**

Describe the type of event event:

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If a fundraiser, is there a committee?

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- Invitation
- Open to the public
- Paid Event
- Free Event

**Event Plan:**

Purpose:

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Goals:

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Priorities:

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Client Ideas:

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**Event Needs** - Please check all that apply

*This information will generate an accurate pricing proposal to bid your event, be as specific as possible.*

- Generate marketing plan
- Execute marketing plan (i.e. Creating/sending e-blasts, mail, etc.)
- Build invite list
- Manage RSVPs
- Sell tickets
- Publicity support from *Nashville Lifestyles*
- Graphic Design Work
  - Logo creation/look of event
  - Invitations
  - Web pieces (including social media)
  - Event Signage
  - Other:

Event Logistics

- Venue
- Transportation/Valet
- Book musician
- Book photographer
- Secure bar/bartenders
- Obtain liquor license
- Communicate with event partners
- Coordinate food/beverage
- Rentals
- Other:

*Nashville Lifestyles* staff support day-of

- Set-up
- Registration support
- Decorating
- Tear Down
- No, client has staff/volunteers

**EMAIL EVENT FORM TO [EVENTS@NASHVILLELIFESTYLES.COM](mailto:EVENTS@NASHVILLELIFESTYLES.COM)**

