



# Special Event & Celebration Questionnaire

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*This questionnaire is specifically for invitations or announcements for any other special occasions other than a wedding. Please fill in the blanks below.  
If you don't know or don't have a preference, go ahead and leave the space blank.*

Full Name: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_

## EVENT DETAILS

Date of your event: \_\_\_\_\_ Event time (if applicable): \_\_\_\_\_

Type of event/celebration: \_\_\_\_\_ Event location, name and address (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Event theme: \_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INVITATION or ANNOUNCEMENT DETAILS

Quantity: \_\_\_\_\_ Size/shape/orientation preference: \_\_\_\_\_ Color preferences: \_\_\_\_\_

Typical event invitation or announcement is a 5" x 7" flat card. Please specify here if you have a different style in mind: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invitation return address: \_\_\_\_\_

Invitation verbage ( Will email to designer): \_\_\_\_\_  
\_\_\_\_\_

Do you also want envelopes included?  Yes  No

If so, what color? \_\_\_\_\_

Do you want any embellishments (ie: rhinestones, ribbon, etc)?  Yes  No

When do you wish to mail out your invitation or announcement? \_\_\_\_\_

If so, what would you like? \_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INVITATION or ANNOUNCEMENT STYLE

Overall style of invitation or announcement (theme?): \_\_\_\_\_  
\_\_\_\_\_

Your ideas ... Graphic elements and design / imagery/background (ie: birds, hearts, flowers, photography, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We know we don't want: \_\_\_\_\_  
\_\_\_\_\_

Do you want to include any personal images / photography\*?  Yes  No

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

*\*Please provide all hi-res images or photography you wish to include on a disc or email to designer*

## BABY ANNOUNCEMENTS

Baby full name: \_\_\_\_\_ Baby weight (lbs and ounces): \_\_\_\_\_

Baby birth date: \_\_\_\_\_ Baby length (inches): \_\_\_\_\_

Any additional wording ( Will email to designer): \_\_\_\_\_  
\_\_\_\_\_

Do you want to include a photo on your announcement\*?  Yes  No

Anything else you would like to include in your announcement?  Yes  No

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please provide all hi-res images or photography you wish to include on a disc and give/ship/email to designer*