



Uptown Rentals

Client

Questionnaire

Let's get to know each other!

✉ faith@uptownalamo.com

🌐 www.uptownalamo.com



Let's Get Started!

We are incredibly grateful that you chose to work with us. With countless options available, the fact that you selected our company out of the many others is truly meaningful. Thank you for your trust and confidence in us.

LET'S GET TO KNOW EACH OTHER

To give you the best service possible, I want to get to know everything possibly can about you and your event!

Work to fill out this short survey completely.

I'll be sharing instructions on how to send the survey back towards the end, but until then...have fun!

Faith Perry



Full Name

Email Address

Phone Number

Preferred method of contact

- Phone Call
- Text
- Email

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Short Answer

To create an enjoyable event, it is important to envision the atmosphere that you want to create by considering the purpose of the event and the type of guests. Details such as lighting, music, decorations, and menu should then be planned according to the desired atmosphere. For instance, a formal event may require dim lighting and classical music, while a more casual event may need brighter lighting and upbeat music. Food and drinks should also be chosen carefully to enhance the atmosphere.

Q: What kind of event are you hosting? (Birthday, Anniversary, etc.)

Q: What is the theme or color scheme?

Q: Where is the event being held?

Q: How many people do you anticipate coming to your event?

Q: What do you visualize for decorations? (centerpieces, backdrops, balloons)

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Yes

Or No

****Please note that****

4' round tables can seat 5-6 people

6' Rectangle tables can seat 6-8 people

5' round tables can seat 7-8 people

8' Rectangle tables can seat 8-10 people

6' round tables can seat 8-10 people

			Round	Rectangle
Will you need tables for your guests?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Will you need additional tables for food and drinks or a gift table?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Round	Rectangle
Will you need linen for the tables?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		If yes, please put desired color on page 5 (Extra Notes)
Will you need chairs for your guest?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Will you need chair covers or chair ties?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		If yes, please put desired color on page 5 (Extra Notes)
Do you need a PA system or a way to play music?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Do you need centerpieces?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Do you need a balloon arch or backdrop?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Do you need assistance with hiring entertainment, caterers, DJ's, Bartenders?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Are you Interested in our full concierge service? (Decorating, planning, coordinating)	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

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Yes

Or No

- Will you need trash cans? (55 gal) YES NO
- Will you need Serving Utensils? YES NO
- Will you need Drink Dispensers? YES NO
- Will you need Catering Chafing Dishes? YES NO
- Will you need Sterno's? YES NO
- Will you need Inflatable Games? YES NO
- Will you need a Bounce House? YES NO
- Will you need any Tents? YES NO
- Will you need Side Walls? YES NO
- Will you need any Heating or Cooling? YES NO
- Will you need Setup/Delivery? YES NO

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Balloon

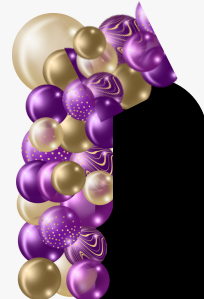
Arch Options



5ft To-go Balloon Garland



6ft To-go Balloon Garland



7-10ft Organic arch



10-12ft Organic Arch



10-12ft Organic Circle Arch



Organic Full Arch



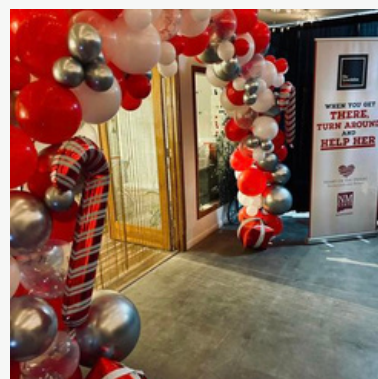
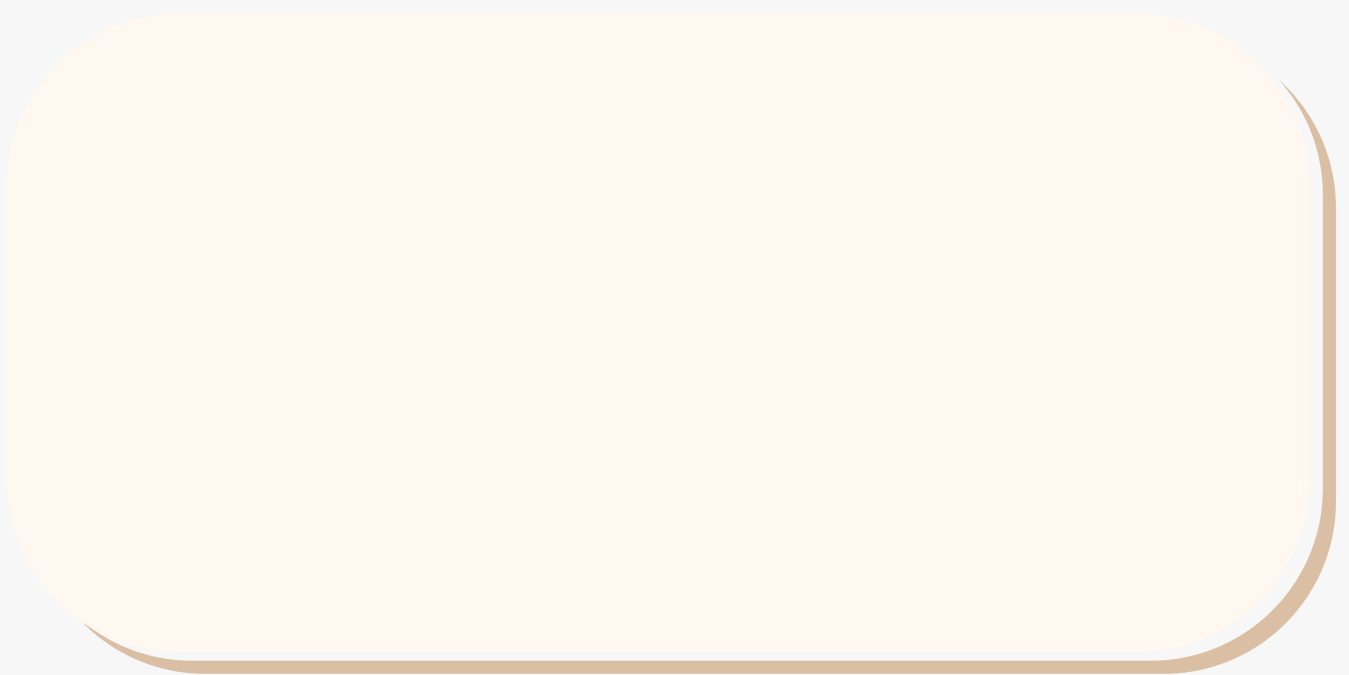
Full Column or
Half Column

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Color Options

Select Your Balloon Arch Colors

Kindly provide the colors you want for your chosen
balloon arch.



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Centerpiece Options

To create the perfect centerpiece, details such as preferred colors, size, quantity, and any additional information are essential. Providing a clear vision of the desired centerpiece helps ensure the final product meets expectations.



Send Back Questionar

1 | SAVE YOUR FILLED PDF FILE

Once you've completed the Client Survey and have filled in all of the text, save the .pdf file to your computer.

Option One | Adobe Acrobat

To save the completed form, choose File > Save As and rename the file.

Option Two | Chrome

- After finishing Filling out the PDF, press CTRL+P.
- Wait for a print dialog to pop up. In the section titled Destination, click the box that says Change.
- Wait for another pop-up box.
- In the section titled Local Destinations, find and choose Save as PDF.
- Note: you will return to the print dialog.
- Click Save

Option Three | MAC

- Go to the "File" menu and choose "Save", "Export", or "Save As"
- Note: "Save" overwrites the existing PDF file and "Save As" will make the filled out version as a copy of the original PDF file
- Rename and hit Save

*If you are experiencing repeated issues with saving the filled out PDF, you can print the form out, write in it manually, scan it back onto your computer, and send it to us via email insert your email here).

2 | SEND THE SURVEY BACK TO US

Send the saved .pdf file back to us for review via email to faith@uptownalamo.com.