

Visual Aids Electronics of NC, Inc.  
**Event worksheet for Quotation**

To better serve you, Visual Aids Electronics of NC, Inc. can provide you with a fast quote for your audiovisual needs. Please provide some of the following basic details so our staff can accurately quote your event. Thank you from the VAE staff!

Customer Information					
Contact Name:				Title:	
Company Name:	Address:				
City:	State:	Zip:			
Phone:	Fax:	Cell:	Email:		

**About your event:**

	Question	Selection	Comments - Notes
1	What equipment and/or services do you need? (Circle those that apply)	Data/Video Projection Audio/PA Systems Lighting/Staging Video Production Consultation/AV Design Technician(s)/Operator(s) Other	
2	What is your event date?	Day / Month / Year	
3	What type of event are you holding?	Corporate Entertainment Seminar Training Award Banquet Product Launch Press Conference Other	
4	Number of attendees?	Round numbers and/or estimates	
5	Location of event:	Location name City State Location phone Number	
6	Who is the event location contact person?	Name Position Phone number Cell number	
7	What is the name of your event?	<i>Use full name</i>	
8	What is your estimated budget?	Rounded numbers	

**Other notes:**

**Upon completion print form and fax to - (336) 768-5054**