Booking enquiry and callback request

DBE 01 | Version 1 | Booking or job reference _____

Record the enquiry before checking availability and preparing a quote.

Details and record

Customer name and organisation: _____

Phone and email: _____

Preferred contact method and callback time: _____

Event type and estimated guest numbers: _____

Event date and start and finish times: _____

Venue and full address: _____

Services and equipment requested: _____

Budget and special requirements: _____

Enquiry received by and follow up date: _____

Checks and selections

☐ Hire ☐ DJ ☐ MC ☐ Sound ☐ Event support ☐ Traffic services

Additional notes or actions

_____

_____