

# Event Questionnaire

## The Hundred Acre Wood

Since every event is unique, and needs vary, rates for The Hundred Acre Wood are customized. We compile a list of requests to calculate a bid, and from there, we can be flexible by working out partial trade options, or a percentage of the gate for events with a cover charge. There's usually a way to work with anyone's budget, and given enough time, we may even be able help with gaining sponsorships and vendors to assist with costs.

To receive rate information please answer as many of the following questions as you can and email ([rebecca@thehundredacrewoodevents.com](mailto:rebecca@thehundredacrewoodevents.com)) or mail (1180 Navasota, Austin, Tx, 78702) it back to us.

How long is your event?

Is your event public or private?

How much time do you require for set up and clean up?

Do you need assistance with set up and clean up?

Do you need a recycle service?

Will you be camping?

Will you be charging at the door, and how much?

How many people do you expect?

Do you have security?

Will you be selling, or giving away alcohol, or will it be byob?

Do you need alcohol and food catered?

Will you be acquiring your own event insurance?

Do you need lighting and sound equipment, and technician?

Do you need a stage manager?

Do you need port o pots?

Do you need tents, tables and chairs?

Do you need assistance with decor, or flowers?

Do you need generators and fuel? If so, how much power do you require?

Do you need a graphic designer for flyers?

Do you need to have flyers and posters printed and/or distributed?

Do you need help with promotions? We can distribute your press release to every magazine and newspaper in the area, and send out personal invites to our network of thousands.

Would you like to have shirts made for your event staff?

Do you have any special requests?

What is your budget?

What trade options do you have, if any, in case we can't fit your event within budget? We have improvements and plans for this year on our website. Is there anything that you would be interested in helping with?

Beyond these basic things, there is still more to consider. I can help in bringing art installations out, organizing a cycle ride to the event, bringing in entertainment, fire dancers, etc. Just let us know what else we can do for you.