



DIVINE MATCHING REQUEST

DIVINE

NAME _____

EVENT DATE _____

EVENT INFORMATION

BUDGET: _____

FIRM FLEXIBLE

VENUE: _____

INDOOR OUTDOOR

VENDORS ALREADY BOOKED:

IMPORTANT CONSIDERATIONS:

SERVICES REQUESTING TOP 3 MATCHES IN

CATERING

PHOTOGRAPHY

VIDEOGRAPHY

MUSIC/DJ

DESSERTS

FLORAL

DECOR

RENTALS

BAR/BEVERAGE SERVICE

INVITATIONS

COORDINATOR

TRANSPORTATION

DRESS/TUX/ATTIRE

JEWELRY

HAIR

MAKEUP

HOTEL

PHOTOBOOTH

PHOTOBOOTH/ENTERTAINMENT

OTHER:

OTHER:

OTHER:



DIVINE MATCHING REQUEST

RECEPTION VENUE

DIVINE

NAME _____

EVENT DATE _____

MATCHING QUESTIONNAIRE

CHECK ALL THAT ARE ACCEPTABLE

CEREMONY

VENUE BUDGET: _____

FIRM

FLEXIBLE

VENUE: _____

INDOOR

OUTDOOR

EITHER

CAPACITY NEEDED: _____

FEATURES DESIRED (PLEASE RANK 1-3):

(1- Must have 2- Would love 3 - Would like)

FEATURES TO AVOID (PLEASE RANK 1-3):

(1- Absolute no 2- Willing to discuss 3 - Would prefer not)

CHURCH

EVENT VENUE

HOTEL

HALL

MUSEUM

PARK

THEATER

LIBRARY

GOVERNMENT BUILDING

SPECIAL REQUEST:

SPECIAL REQUEST:

SPECIAL REQUEST:

BRIEF DESCRIPTION OF YOUR RECEPTION VISION:



DIVINE MATCHING REQUEST

CATERING

NAME _____

EVENT DATE _____

MATCHING QUESTIONNAIRE

CHECK ALL THAT ARE ACCEPTABLE

DO YOU WANT TO INCLUDE APPETIZERS?

YES _____ NO _____

DO YOU WANT A LATE NIGHT SNACK?

YES _____ NO _____

PREFERRED SERVING METHOD:

BUFFET _____ PLATED _____ PICK UP _____

DO YOU NEED SERVERS?

YES _____ NO _____

DO YOU WANT FULL SERVICE: DISHES, SET TABLE, TEARDOWN, CLEAN UP?

YES _____ NO _____

DO YOU WANT YOUR CATERER TO INCLUDE BARTENDERS?

YES _____ NO _____

DO YOU WANT YOUR CATERER TO INCLUDE ALCOHOL?

YES _____ NO _____

TRADITIONAL MEAL: MEAT, VEGGIE, STARCH

UPSCALE

BBQ

MEXICAN

ASIAN

SEAFOOD

ITALIAN

BREAKFAST

FOOD TRUCK:

SPECIAL REQUEST:

SPECIAL REQUEST:

SPECIAL REQUEST:

WHAT OTHER SPECIFICS DO YOU WANT TO BE INCLUDED IN YOUR SERVICE?



DIVINE VENDOR PROFILE

DATE: _____

BUSINESS NAME: _____ BUSINESS TYPE: _____

BUSINESS CONTACT INFO

● PHONE: _____

● EMAIL: _____

● WEBSITE: _____

● ADDRESS: _____

VENDOR CONTACT INFO

● NAME: _____

● PHONE: _____

● EMAIL: _____

ADDITIONAL SERVICES OFFERED:

● _____

● _____

● _____

● _____

● _____

● _____

SERVICE INFORMATION

● AVG ANNUAL CLIENT LOAD: _____

● 2024 CLIENT GOAL: _____

● CURRENT MARKETING VENTURES: _____

WHAT TYPE OF CLIENT IS THE BEST FIT FOR YOUR SERVICES?

● _____

● _____

● _____



DIVINE VENDOR PROFILE

RECEPTION VENUE

VENUE TYPE

VENUE NAME: _____

INDOOR OUTDOOR BOTH

MAXIMUM CAPACITY: _____

MAXIMUM CAPACITY: _____

DO YOU HAVE A *REQUIRED* VENDOR LIST?

YES NO

IF YES, FOR WHAT SERVICES?

- _____
- _____
- _____
- _____

DO YOU INCLUDE TABLES WITH THE RENTAL?

YES NO

DO YOU INCLUDE CHAIRS WITH THE RENTAL?

YES NO TYPE: _____

DO YOU INCLUDE LINENS WITH THE RENTAL?

YES NO TYPE: _____

DO YOU OFFER IN HOUSE CATERING?

YES NO

IF YES, IS IT REQUIRED?

YES NO

DO YOU OFFER IN HOUSE BARTENDING?

YES NO

CAN CLIENTS SET UP THE DAY BEFORE?

YES NO THERE IS AN ADDED COST _____

CAN CLIENTS TEARDOWN THE DAY AFTER?

YES NO THERE IS AN ADDED COST _____

EVENT VENUE _____

HOTEL _____

HALL _____

MUSEUM _____

PARK _____

THEATER _____

LIBRARY _____

GOVERNMENT BUILDING _____

OTHER _____

VENUE FEATURES: (GRAND HALL, WATERFALL, POND, GRAND STAIRCASE, BARN ETC)



DIVINE VENDOR PROFILE

CEREMONY VENUE

VENUE TYPE

VENUE NAME: _____

INDOOR OUTDOOR BOTH

MAXIMUM CAPACITY: _____

MAXIMUM CAPACITY: _____

DO YOU HAVE A *REQUIRED* VENDOR LIST?

YES NO

IF YES, FOR WHAT SERVICES?

- _____
- _____
- _____

CHURCH

EVENT VENUE

HOTEL

HALL

MUSEUM

PARK

THEATER

LIBRARY

GOVERNMENT BUILDING

OTHER

DO YOU INCLUDE CHAIRS WITH THE RENTAL?

YES NO TYPE: _____

DOES IT INCLUDE A MINISTER/OFFICIANT?

YES NO THERE IS AN ADDED COST

CAN CLIENTS SET UP THE DAY BEFORE?

YES NO THERE IS AN ADDED COST

CAN CLIENTS TEARDOWN THE DAY AFTER?

YES NO THERE IS AN ADDED COST

VENUE FEATURES: (GRAND HALL, WATERFALL, POND, GRAND STAIRCASE, BARN ETC)