

CONTACT DETAILS:

Organisation name

Contact name

Contact number

Email address

EVENT DETAILS:

Event dates:

From: Day Month Year

To: Day Month Year

Event location

Event type Other:

Event name

Indoors Outdoors

STAFFING:

Type of staff required

Brand Ambassadors Character Mascots Promotional Models Hostess / Host

Event Staff Wait / Service Staff Bar Staff Customer Service / Concierge Staff

Trade Show or Expo Staff Promotional Staff

Gender Male - how many required

Female - how many required

Specific age group preferred

Personality traits

Other

Start time

Finish time

ON THE DAY/S OF:

Job details and description/run sheet:

Objective:

Key messages:

KPIs:

Do you require staff to take photos: Yes No

If yes advise how many

Do staff require certification: No Yes

If yes, please select

Other:

Onsite details:

Onsite contact: (if any)

Meeting point

Parking details

Entrance details

Collection of passes/ accreditation

Does a kit/uniforms or materials need to be picked up

If yes: Location preferred date and time (this may need to be adjusted)

UNIFORM AND GROOMING:

Hair: Up in a high pony tail Up in a bun Down Wavy Straight Doesn't matter

Make up: Natural Corporate Red Lipstick w/ natural

Other

Uniform Options:

Top: Other:

Bottoms: Other:

Dress: Other:

Shoes: Other:

Others:

Complete outfit options:

Other: (please note if outside normal wardrobe scope, staff can wear closest to brief – however, may not be accurate)

Would you like to choose your staff, or would you like FPP to select staff based on your booking form requirements?

I would like to choose Allow FPP to choose

NB; FPP will review the filled in details, and will come back to you with a quote, recommendations, outline of breaks required.

Thank you for your time in filling out the booking form, we will be in touch to start arranging staff for your activity, or to discuss further.

Have a scope that needs to be even more tailored? Reach out here:

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Contact Us:

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