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DATE: \_\_\_\_\_

TIMES: \_\_\_\_\_



# Santa Claus

## Event Details

Home Visit: \_\_\_ Corporate: \_\_\_ Not-for-Profit: \_\_\_ Other: \_\_\_

Describe Other: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Children: \_\_\_\_\_ Approx. Adults: \_\_\_\_\_

Mrs. Claus in Attendance: \_\_\_ Yes \_\_\_ No \_\_\_ Undecided

Preferred Payment: \_\_\_ Cash \_\_\_ Check \_\_\_ Credit Card

Paid: \_\_\_ Deposit \$ \_\_\_\_\_ Paid in Full \_\_\_ No Charge Event

Optional Display (large events only): \_\_\_ Yes \_\_\_ No

Full Chair Display: \_\_\_ Claus Chairs w/North Pole Sign: \_\_\_

Claus Chairs Only: \_\_\_ Photo Display w/Chair & Props: \_\_\_

Santa Entry: \_\_\_ Grand (includes music) \_\_\_ Regular \_\_\_ Door Greeter

Meet & Greet with Guests: \_\_\_ Yes \_\_\_ No

Photo Opportunities: \_\_\_ Yes \_\_\_ No (host must provide photographer)

Chair Time: \_\_\_ Yes \_\_\_ No (2-5 minutes per child)

Nice Certificate w/Prep and Landing Report: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Handouts: \_\_\_\_\_

Performance(s): \_\_\_ Props \_\_\_ Storytelling \_\_\_ Reading \_\_\_ Singing \_\_\_ Judge

\_\_\_ Photos Only \_\_\_ Lead Christmas Trivia \_\_\_ Other: \_\_\_\_\_

Describe Performances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# Santa Claus

## Event Details Cont.

Describe Performances Cont.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Handing Out Gifts Provided by Host:** \_\_\_ Yes \_\_\_ No  
**Host is providing a helper elf to assist with gifts:** \_\_\_ Yes \_\_\_ No

**Christian Faith-Based Options:** \_\_\_ Yes \_\_\_ No \_\_\_ Undecided

**If yes, Options:** \_\_\_ Prayer \_\_\_ Read Nativity Story from Bible (Luke 2:1-20)  
\_\_\_ Read Christian Jesus Story Books \_\_\_ Christmas Tree Story  
\_\_\_ Gospel Tracts (adults) \_\_\_ Gospel Tracts (children) \_\_\_ Sing Christian Songs  
**Recommended Songs:** \_\_\_ Silent Night \_\_\_ O Little Town of Bethlehem  
\_\_\_ Away in the Manger \_\_\_ Go Tell It on the Mountain \_\_\_ other: \_\_\_\_\_

**Santa's Exit:** \_\_\_\_\_

**Other Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remind Client:** \_\_\_ Parking for Santa \_\_\_ No Smoking \_\_\_ No Pets \_\_\_ Turn Down Heat  
\_\_\_ Keep Chair Away from Fireplace \_\_\_ Children with Food Allergies \_\_\_ Special Needs  
\_\_\_ Background Noises \_\_\_ Enough Gifts for Everyone & Opening Gifts \_\_\_ Sadness or Loss  
\_\_\_ Following Santa Out \_\_\_ Final Payment \_\_\_ No Other Adult in Santa or Mrs. Claus outfit.  
\_\_\_ Use of Photos from event for marketing (with children): \_\_\_ ok to use \_\_\_ do not use.  
\_\_\_\_\_ can use photos but not with children. \_\_\_ must get approval from each parent.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

