



<b>DATE AND TIME OF EVENT</b>	
<b>LOCATION OF EVENT</b>	
<b>PRIMARY CONTACT</b> (If wedding event cannot be part of wedding party.)	
<b>PRIMARY CONTACT'S PHONE</b>	
<b>SECONDARY CONTACT</b> (If wedding, cannot be part of wedding party.)	
<b>SECONDARY CONTACT'S PHONE</b>	
<b>HOW WILL NANNY(IES) BE PAID?</b>	
<b>WHO WILL BE RESPONSIBLE TO PAY THE NANNY(IES) AT THE END OF THE EVENT?</b>	
<b>NAME OF GROUP</b>	
<b>WHERE SHOULD THE NANNY(IES) PARK?</b>	
<b>WHO WILL REIMBURSE/PAY FOR PARKING?</b> (Please note - Nannies do not pay for parking.)	
<b>IS THERE A DRESS CODE?</b> (Nannies will arrive in black/tan slacks w/NWC blue shirt if not otherwise directed.)	
<b>WILL THE CHILDREN AND NANNY(IES) BE LOCATED IN A GUEST/PRIVATE ROOM PROVIDED BY THE VENUE?</b> <b>EXPLAIN.</b> Separate rooms may be required based on number of children/ages of children.	
<b>NUMBER OF CHILDREN, GENDER, &amp; AGES</b> <i>Please provide separate sheet if needed.</i>  Please note, parents/guardians will need to provide a driver's license to pick up children. Children must be on list in order to be dropped off for care. Any child under age of 2, port-a-crib required. Must supply sufficient diapers, pull-ups, wipes, extra set of clothes, etc. Bags must marked.	
<b>FOOD PROVIDED FOR CHILDREN/NANNY(IES)?</b>	
<b>WILL ACTIVITIES NEED TO BE PROVIDED? IF YES, WHICH LEVEL?</b> DVD PLAYER/TV REQUIRED	

Nannies Who Care has a predetermined ratio of nanny to number of children. If the number of nannies requested is lower than the number of nannies required by NWC, the number will be revised. A credit card must provided on file in case charges for additional care is required. Additional monitor person may be required for large groups. All events will have an additional 15 minutes added to the start and end times for set up and clean up.

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