



Event Details

Page 1 of 2

CLIENT INFORMATION

Org/Couple:	Home:
Contact:	Cell:
Address:	Work:
City, State, Zip:	Pager:
	Email:

EVENT INFORMATION

Event Date:	Setup By:
Venue:	Start Time:
Location:	End Time:
Number of Guests:	Event Name:
	Event Type:

VENUE INFORMATION

DIRECTIONS

Venue Name:	
Primary Contact:	
Venue Address:	
City, State, Zip:	
Main:	
Email:	
Notes:	

EVENT NOTES

Music:

Speeches:

Important dances:

Dinner notes:

Do not play:

DJ personality: