

Client: first name last name

Event Date: 8/30/2017

Corporate Event Planner

Corporate Event Planner General Information
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Company Name

Company's Creation Date:

Years in Current Area:

Point of Contact's Name:

Point of Contact's Phone:

Point of Contacts E- mail:

Company President's Name:

Company President's Phone Number(s):

Additional Points of Contact Name(s):

Additional Points of Contact Phone Number(s):

Event Date:

Anticipated Number of Guests:

Event Times:

Event Site:

Guest Arrival Time:

President/CEO Arrival Time:

DJ Attire:

Are there any special photos to be taken during the Event?:

Duration of Special Photos?:

What time will the photographer leave?

Sensitive Subjects or Situations:

Event Details
Earliest Set-up Time:
Cocktails / Hors d'Oeuvres:
Cocktail Music:
Cocktail Music Type:
Silent Auction?:
If Yes, Number of Items:
Open Auction?:
If Yes, Number of Items:
Raffle / Door Prize Items:
If Yes, Number of Items:
VIP(s) Party Introductions:
If yes, VIP(s) Party Introduction Music:
President / CEO's Introduction Song:
President / CEO's Welcome & Thank You:
If yes, When?:
Toast(s):
If yes, Toast(s) By:
Blessing:
If yes, blessing by?:
Dinner Served:
If yes, style?:
MC invite guests to Buffet:
Dinner Music:
If yes, Dinner Music Type:
Cake Cutting:
If yes, When?:
Cake Cutting Music:
If Yes, Cake Cutting Song:
President / CEO to Start Dancing:
If yes, President / CEO's Preferred Song:
Directors / Managers to Join Dance 1/2 way through:
Award(s) Dedication:
If yes, Award(s) Dedication Song:
Other Special Dances:
If yes, List Special Dances & Songs:

Open Dancing:
If yes, Music Styles:
DON'T Play Music Styles/Songs
Dedications / Announcements for Guests and associated songs:
Will there be any Special Performances During the Event?:
If yes, who, what, and when?:
Center Piece Giveaway:
If yes, how?
President / CEO's Departure Time:
Method of Departure:
Last Dance of Evening:
If yes, song?:

Sponsors Introductions
Principal Sponsor:
Secondary Sponsors:
Award(s) Sponsor(s):
Additional Sponsors:
Additional Sponsors:
Additional Sponsors:

VIP Introductions
CEO:
President:
Director of ?
Director of ?
Director of ?
Director of ?
Director of ?
Director of ?
Director of ?
Vice President of ?
Vice President of ?
Vice President of ?
Vice President of ?
Vice President of ?
Vice President of ?
Vice President of ?
? Department Manager
? Department Manager
? Department Manager
? Department Manager
? Department Manager
? Department Manager
Event Planners:
Event Assistants:

Other Information
Other Information: