

Client: first name last name

Event Date: 8/30/2017

Military Event

Venue Information

Venue Name:

Primary Room Name:

Floor:

Elevator?

Earliest Setup Time Allowed:

Must We Provide Music in Another Room at Any Time During Your Event?

If Yes, What, Where and When?

Unit Introductions

If you would like members of the returning unit announced, please include as much information as possible regarding the unit and it's personnel. This information will not be shared with anyone outside your event and is simply used by your Emcee to personalize the event.

Branch Name:

Cocktail Details

During Cocktails (even if none are being served) is when your guests arrive to your event and greet each other. During this time we can provide background instrumental music or we can play instrumental love songs. Other suggestions are Soft Jazz, Soft Show Tunes, Slow Rock, Classical or Contemporary. It is recommended to choose soft music during this time to allow your guests to communicate with one another while enjoying background music.

Guest Arrival Time:

Cocktails / Hours d'oeuvres:

Are Cocktails in the same room as the Main Reception Area?

If Not, Please Explain:

Cocktail Music:

Cocktail Music Types: - Select One -

Meal
Dinner Music:
Dinner Music Types: - Select One -
Blessing?
Blessing By:
Meal Style:
Meal Served Time:
If Served, does the Caterer need everyone seated to start serving?
If Meal is a Buffet Line, Should the MC Invite Guests to the Buffet?
For Buffet Line meals only, we can perform "General Trivia Questions" with the guests seated at their table (to win the right to go next for food) at no additional charge. Trivia Questions could be Music or TV Related or even Season related. Use the planning form in your Event Planner Account titled "Custom Trivia Creator" to create a list of Trivia Questions.
Is Trivia Appropriate?:

Formalities
Will There be a Speech?
If Yes, by Who and When?
First Dance of Evening?
If Answered Yes, When?
Will There be an M.I.A. Table?
If Yes, Full Name of Speaker:
Will a Slideshow be Presented?
If Yes, When Will It be Presented?
Last Dance of Evening?

Special Instructions, Needs or Other Information