



—— event information sheet ——

DATE OF EVENT:

TIME OF EVENT:

GUEST(S) OF HONOR:

TYPE OF EVENT:

OF YEARS:

Anniversary

Birthday

Reunion

Banquet

Dance

Holiday Party

Other

SPECIAL ACTIVITIES OR ANNOUNCEMENTS:

REQUESTS, SPECIAL DANCES/SONGS, DEDICATIONS, ETC...:



event information sheet

CLIENT'S NAME:

ADDRESS:

HOME PHONE #:

WORK PHONE #:

EVENT DATE:

EVENT START TIME:

APPROX. TIME GUESTS WILL ARRIVE:

APPROX. GUEST(S) OF HONOR WILL ARRIVE:

EVENT ENDING TIME:

DO YOU EXPECT US TO STAY LONGER THAN 4 HOURS:

WOULD YOU LIKE US TO ASK YOU AFTER 4 HOURS IF YOU WOULD LIKE US LONGER:

DO YOU WANT LIGHTS:

IF SO, CHOOSE PACKAGE:

Basic Light Package
(included w/ 4 hour booking)

Special FX Package
(additional cost of \$100.00)

IF YOU DO NOT WANT THE ENTIRE SPECIAL FX PACKAGE, WE CAN BRING SELECT LIGHTS.
PLEASE CIRCLE THE LIGHTS YOU PREFER - (Individual light upgrade for \$25.00 each):

Bubble Machine

Strobe Light

Mirrored Ball

Night Club Style Lights



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LOCATION OF VENUE:

ADDRESS OF VENUE:

NAME OF VENUE MANAGER:

PHONE # FOR VENUE:

ARE THERE ANY STAIRS WE'LL HAVE TO TRANSPORT EQUIPMENT UP OR DOWN:

IF YES, LIST # OF STAIRS (\$25 additional three if more than 3 steps):

WILL EVENT BE:	Upstairs	Downstairs	Groundlevel
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WOULD YOU BE INTERESTED IN ANY OPTIONAL SERVICES FOR YOUR EVENT:

IF YES, WHICH ONES (found on our website):

DO YOU EXPECT US TO STAY LONGER THAN 4 HOURS:

WOULD YOU LIKE US TO ASK YOU AFTER 4 HOURS IF YOU WOULD LIKE US LONGER:

IF EVENT TYPE IS A WEDDING.....

CEREMONY TIME:	WILL CEREMONY BE AT SAME LOCATION AS RECEPTION:
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IF YES, WILL YOU NEED US TO PROVIDE CEREMONY MUSIC:

APPROX. HOW FAR AWAY IS YOUR RECEPTION (needed to estimate guest arrival time):