



Mark Welch ENTERTAINMENT

PARTY/EVENT PLANNER

Company: _____

Location: _____

Date: _____

<u>TIME</u>	<u>EVENT</u>	<u>YES/NO</u>	<u>MUSIC IF REQUESTED</u>
_____	Cocktail Hour	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cocktail Lounge <input type="checkbox"/> Lite Jazz <input type="checkbox"/> Other _____
_____	<input type="checkbox"/> Welcome Toast <input type="checkbox"/> Speech	Who: _____	
_____	Meal <input type="checkbox"/> Sit-down <input type="checkbox"/> Buffet <input type="checkbox"/> Family Style (A meal be provided for the DJ)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	Slide/Video Show (Let me know if you Need Music)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	Awards Ceremony	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	Gift Exchange (I have Several Fun Ideas)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	Interactive Games (See Game List)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	Special Request	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	Open Dancing		_____
_____	Last Dance	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____