



Event Planner

Please return the event planner as soon as you finish it. You can also submit via email Julie@jewelsdance.org. 561-901-9035

Event: _____

Package description: (CIRCLE ONE)



VENUE INFO

Event Coordinator: _____ Phone: _____

Event Location: _____ Address: _____

Event Date: _____ Event Time: _____

CLIENT INFO

Name: _____ Phone: _____

Address: _____ Email: _____

Guest(s) of Honor: _____

Approximate age of guest(s): _____ Attendance: _____

Will you need Security @ \$75 per hour _____ How many Hours? _____

Insurance Information: _____

ADD-ONS: _____ PROPS: _____

Package Fee:	Security Fee:	Insurance Fee:
Add-on Fee:	Prop Fee:	Performer(s) Fee:
TOTAL COST:	DEPOSIT PAID ON:	BALANCE PAID ON:

SIGNATURE: _____ DATE: _____

Order Of Events: A brief outline of the order of events. (ie. Announcements, Tributes, Food Etc.)

1.		5.	
2.		6.	
3.		7.	
4.		8.	

Event for: (name or name of event special occasion)

Special Announcements: Announcements to be made by the DJ / MC.....

- 1.
- 2.
- 3.
- 4.

Special Activities And Announcements:

Special activities and announcements to be made by the client:

Special notes:
