



Any Time, Any Place Event Management

We'll meet your needs

Event Running Sheet

Name of Event Planner: Name of Client:

Location (country/town): Date of Event:

Type of Event (select one): Birth Marriage Death

	My Proposal (if relevant):	My Reasons for this are:
Venue <i>(include description)</i>		
Dress Code for Guests		
Decorations		
Entertainment: . Music . Performers . Speakers		
Food and Beverage		
Language To Be Used During Event		



Difference Differently

Beliefs, Then and Now

Years 7/8 History

	My Proposal (if relevant):	My Reasons for this are:
Guests: . How many? . Where from?		
VIP Guests: . Who might these be? . How should they be treated?		
Event Order: . What will happen? . When will things happen? <i>(including event opening and closing)</i>		