

# PRIVATE EVENT

## General Information

Event Date:		Event Times:
Name:		Event Type:
Phone:		Email:
Event Venue:		Number of Guests:
Venue Address:		Venue Phone:
Room Name:		Contact Person:
Attire:		What floor is the room on:
		Elevator: Y/N

## Event Highlights

Cocktail Music: Y/N	
Cocktail Music Type:	
Dinner Music: Y/N	
Dinner Music Type:	
Speech: Y/N	
Speech By:	
Toast: Y/N	
Toast By:	
Dinner Served: Y/N	
Sit down or Buffet	
First Dance of Evening?	
First Dance Song:	
Last Dance of Evening?	
Last Dance Song:	
Other Special Dances?	

## Requests & Other Info

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