

General Event Planner



Wiser Productions, Inc.
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Use this for planning purposes only. 30 days prior to your event go back to our website, www.wiserproductions.com and select "Event Planners" and fill in your planner and submit it by email.

Event Date: _____ Location: _____

Banquet manager _____ Banquet manager phone number _____

Name of group _____ Approximate number of guests _____

Contact person _____

What time should your first guests arrive? _____ What time does the event start? _____

Please describe the purpose of the event.

Your entertainer can make announcements as guests arrive. Please detail any announcements or special events, etc. that you would like to occur.

Will dinner be: Served Buffet Hors d'oeuvres No food served

If buffet, who will release the tables? Facility Employee Host/Hostess

Please describe the type of music that best fits the expectations of you and your guests:

Please give a general agenda of the event (including approximate times). Suggested items: Cocktail hour, dinner, speaker, presentations, etc...

Event	<input type="text"/>	Time	<input type="text"/>	Event	<input type="text"/>	Time	<input type="text"/>
Event	<input type="text"/>	Time	<input type="text"/>	Event	<input type="text"/>	Time	<input type="text"/>
Event	<input type="text"/>	Time	<input type="text"/>	Event	<input type="text"/>	Time	<input type="text"/>

If you have any special musical requests, please use your band's music list. If you have hired a disc jockey, please list your requests on a separate sheet of paper. You may wish to distribute a request sheet prior to the event.