

K2PRODUCTIONS

MAKING ALL OF YOUR OCCASIONS UNFORGETTABLE

Event Planning Sheet

Please send planning guide to K2 Productions one month prior to your event date by mail, fax, or email. 4214 Shoal Creek Dr., Greensboro, NC 27410/fax 336-510-9880/email info@k2production.com

Client:

Package Purchased:

Type of Event: (birthday party, corporate party, etc.)

Event Date		Time and length of event	
Event Location (exact address please)		Set up time	
Event room at location (ex: dining room, main hall, etc)		Contact name and number at event location for the day of event	
Location of DJ Set up in room (ex: in far left corner, on balcony, etc.)		A 6-8 foot table will be provided and left in the following place:	
(For K2 use only) Is Client Paid in Full? Notes:			

Are you having cocktail hour? If so, state the time.		Are you having cocktail hour? If so, state the time.		Are you serving a meal?	
Announcements during cocktail hour:			Announcements during meal OR any toast to be given by guest:		

Party events:

EVENT	TIME	MUSIC	ANNOUNCEMENTS

Music selection for evening