

(Company Name)'s Corporate Event

Date:

Location:

Time:

of Guests:

Theme:

Order of Events

Guest Arrival

Dinner

Speeches/Awards

Dance Set

Dessert

Dance Set

Corporate Officers:

Raffle/Giveaway Items:

Announcements:



Requests & Music Preferences

Must plays:
Play if possible: □
Group Dances: □



Do Not Play!:

Additional & Announcements: