



# Event Planning Form

## Event Information

Event Title:

Date:

Start Time:

Finish Time:

Location:

Address:

City:

State:

Zip:

Location Contact Person:

Phone:

E-mail:

## Personal Information

Host Name(s):

Address:

City:

State:

Zip:

Phone:

E-mail:

## Guests and Participants

Total Number of Guests Expected:

*List the event's main participants and their roles:*

Participant's Name	Role at Event

### Music List

Song Title	Artist

### Event Schedule

Time	Event Segment	Music Requested During this Part of the Event