



Joboo Entertainment Services

“The People’s DJ”

Ken Marshall

(678) 776-6051

www.djjoboo.com



Event Planner

Contact Information

Client name: _____ Phone/Email: _____

Occasion: _____

Party Date: _____ Entertainment Start Time: _____ End Time: _____

Order of Events

Sequence	Time	Event
		Guests Arrive
		Cocktail Hour
		Welcome / Introductions
		Toast
		Grace/Blessing
		Dinner ; Music Choice:
		Open Dancing
		Speeches
		Presentations
		Other:
		Other:
		Other:
		Grand Finale

Notes: The printed events is only a suggestion. Every party is different, and this is YOUR party. Any event may be added, removed, or rearranged on the above table.

This is a general planner meant to cover many different types of parties, so some events may not apply to your party—simply ignore those sections.



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List Of Songs & Music Types NOT To Be Played *(Use back or additional sheets if necessary)*

Other Important Information and/or Directions
