

Ph: 609.748.3900 \* Fax: 609.748.8814

**Party Data Sheet**

**CLIENT NAME:**

**PHOTOGRAPHER:**

**EVENT DATE:**

**VIDEOGRAPHER:**

**EVENT PLACE:**

**CATERING MANAGER:**

\*\*\*\*\*

**NATURE OF AFFAIR:**

**BIRTHDAY**\_\_\_\_\_

**ANNIVERSARY**\_\_\_\_\_

**AWARDS BANQUET**\_\_\_\_\_

**DINNER DANCE/GALA**\_\_\_\_\_

**SURPRISE PARTY?**

**YES**\_\_\_\_\_ **NO**\_\_\_\_\_

**PROJECTED NUMBER OF GUESTS**\_\_\_\_\_

**WILL SOMEONE SAY A BLESSING?** \_\_\_\_\_

**WILL SOMEONE PROPOSE A TOAST?** \_\_\_\_\_

**WILL THERE BE A CAKE?** Yes \_\_\_\_ No \_\_\_\_

**WILL THERE BE ANY SPEECHES OR AWARDS PRESENTED?**

**IF YES – PLEASE LIST ANY NAMES/PRESENTERS,ETC. YOU NEED ANNOUNCED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL INSTRUCTIONS, ANNOUNCEMENTS OR COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please circle all those that apply:*

**DINNER:** Sit-down or Buffet

**COURSES:** Appetizer      Soup                  Salad                  Intermezzo                  Main

**DESSERT:** Served or Buffet      **CAKE:** Served or bagged

**MUSICAL SELECTIONS:**

**SPECIAL REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC EXCLUSIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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