**[Your Company Name] Event Planner**

Please fill out this questionnaire and mail it to **[YOUR ADDRESS]** or email it to **[YOUR EMAIL ADDRESS]** by two weeks before the event. Thank you!  
  
**Start time: \_\_\_\_\_\_**

**End time: \_\_\_\_\_\_**

**Are there particular announcements I need to make or events I should know about? (Mainly, things I would need to prepare for, or plan to do at a certain time.) Is there a particular timeline? If so, please provide that.**

**Are there particular songs/styles you’d like to hear?**

**Are there particular songs/styles you do NOT want to hear?**

**May I take pictures at your event to post on my website? Yes / No  
(for promotional purposes) (note: I do not take photos at events for minors)**

Your time and effort in completing this planner is greatly appreciated. See you soon!