

- wewe
- ref
- be



Function Worksheet

Mobile Entertainment LLC

PO Box 1857 ♪ Pearl City, HI ♪ 96782 ♪ Ph: (808) 781-8868 ♪ Fax: (808) 678-6757

Event Date & Day:

Location:

Type: **Wedding Reception** Pax (guest count):

Hours: Set: Start: End:

Contact name & number:

Bride & Groom:

Phone No.: Home: Work: Mobile:

E-Mail:

Address:

Balance Due:

DJ Meal Provided? Y N

Cassette Tape Player? Y N

Microphone? Y N

Emcee(s):

DJ:

Coordinator:

Asst:

Program: _____ Music Selection: _____

Guest Arrival ...

Entrance

Dinner / Lunch

Program

Cake Cutting

Bouquet (toss/present)

Garter (toss/present)

1st Dance

Requests/Notes:

- Calendar
- Outlook
- QB

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Tentative

Contract Sent

Confirmed

- Calendar
- Outlook
- QB