

***** Important statement: *** Complete & fax this document to: (951) 302-2428. If email is preferred; scan at highest resolution possible or scan & convert to a "pdf" document (creates smaller files) prior to emailing to insure "readability." (ISP's can compress files making them illegible when sent by email) *** Planning documentation is due no later than two weeks prior to event.**

Sample Party Agenda
XYZ Corporation
December 27, 2005



- 5:30** Arrival of guests. (*Low-keyed smooth jazz*)
- 6:00** Arrival of guest of honor – President (Bob Baker) arriving 10 minutes later.
- 6:15** Introduction of corporate sponsors.
Introduction of sales teams & new V.P. of marketing.
- 6:30** Brief presentation by “Widgets, Inc.”
- 7:15** Buffet is opened. (*Easy listening lounge music*)
- 7:30** Bob Baker to discuss New Year’s goals.
- 7:45** Dessert Served.
- 8:00** Awards Presentation by Rick Porter
- 8:30** Open dancing for remainder of evening.
- 11:00** End of party.

(all times are approximate)

DJ: Dennis J. Barela; A Perfect DJ (866) 691-3068
Photographer: Mark Jacobs: Exposures Photography (800) 555-1212
Videographer: Mike Horton, Jensen Videography (888) KL5-9876
Catering: Carlene, Sentinel Inn
Additional Contact: Vicki Soldano