

Lee Robert
7447 N. 58th Place
Paradise Valley, AZ 85253
602-540-0063
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EVENT PLANNING GUIDE – please fill out and email back no later than a week prior to event.

1.CONTACT INFORMATION

Host/hostess Contact:

Email address:

Phone numbers:

Office:

Cell:

2.EVENT INFORMATION

Event Date:

Event Time: (when will guests start arriving?)

Purpose of event (birthday, anniversary, office party, other?)

Number of guests expected?

Will this be a sit-down dinner event, buffet or drinks and dessert/appetizers?

How many rooms will be open to guests mingling?

Residence, Hotel, Church, Other:

Address of Event (including zip code:

Page 2 (Event Planning Guide)

3.OTHER:

- a)Will "pre-setup" of equipment be possible – the day before, or morning of event if needed (please specify any limitations):
- b)What will be the main attire of guests:
- c)Agreed upon compensation (Make check to Lee Robert and payment is due at event unless otherwise agreed upon: \$
- d)If "overtime" is requested, it can be added for a negotiated fee
- e)If any additional "set up" at venue is requested (a different room), there will be an additional fee to be negotiated.
- f)If food is served at venue, will host/hostess be comfortable with musicians having a plate of food at end of performance?
- g) If alcohol is served at venue, will host/hostess be comfortable with musicians having a beverage at end of performance?
- h)Secondary contact:
 - email:
 - phone:

4.Any other details?: