



# *My Event Information*

## *Event Details*

**Venue:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Contact Name & Number:** \_\_\_\_\_

**Theme/Colors:** \_\_\_\_\_

## *Invitations*

**Number Needed:** \_\_\_\_\_

**Purchased From:** \_\_\_\_\_

## *Menu*

<b>Food Item:</b>	<b>Vendor Information:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## *Activities*

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**Vendors:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Decorations & Supplies*

<b>Item:</b>	<b>Purchased From:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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## *Notes*

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