

# Event Planner

Location: *Kauai Veterans Center*

Budget: \_\_\_\_\_

Theme: \_\_\_\_\_ Date: \_\_\_\_\_

Entertainment(s): \_\_\_\_\_

Live Band: \_\_\_\_\_

DJ & MC: \_\_\_\_\_; \_\_\_\_\_

Caterer: \_\_\_\_\_

Drinks: \_\_\_\_\_

Pupus: \_\_\_\_\_

Main Dishes: \_\_\_\_\_

## Program Timeline

- |          |  |
|----------|--|
| 5:30 or  | Start --   |
| 6:00 pm  | Welcome, announcements and/or acknowledgements.      |
| 7:00 pm  | Get ready for dinner                                 |
| 8:00 pm  | Entertainment or games                               |
| 9:00 pm  | Dancing  |
| 10:00 pm | Music stops, bar closes and commences with cleaning. |
| 11:00 pm | Thank you! You are off the premises.                 |