



Mandon Productions

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PARTY ASSIGNMENT CONTACT SHEET

Thank you for selecting us to be part of your special day. This sheet will provide us with a reinforcement of the basic information so that we can have a easy means of tracking everything doing with our assignment. Especially important are the local numbers in case you are one of our many clients who are coming from out-of-town and using our firm's services. It will only take a few minutes and will greatly enhance our ability to serve you.

TYPE OF EVENT : _____

DATE OF EVENT : _____

Guest of Honor : _____

Mother's Name (if applicable) : _____

Father's Name (if applicable) : _____

Home address : _____

Home phone : _____

Work phone : _____

Fax phone : _____

Ceremony Information (If applicable)

Date/Time : _____

Facility : _____

Address : _____

Reception Information:

Reception Hall : _____

Address : _____

Time of Reception : _____