

The logo for HANLON ENTERTAINMENT & VOICEOVER is centered at the top of the page. It features the word "HANLON" in a large, white, stylized font with a slight shadow effect. Below it, the words "ENTERTAINMENT" and "& VOICEOVER" are stacked in a smaller, white, sans-serif font. The entire logo is set against a black rectangular background. Above this background, there is a decorative horizontal strip consisting of a grid of small squares in shades of green and blue, with some faint images of people's faces visible through the grid.

HANLON
ENTERTAINMENT
& VOICEOVER

Name:

Contact Number:

Email:

Date of event:

Address of Event:

Service Needed:

Hours Needed:

Names of Bridal Party:

Payment Details:

Deposit: Paid: \$ _____ x _____

 Owing: \$ _____ x _____

(A 20% non-refundable deposit is due at the time of booking. Full payment is due prior to the date of the event.)

PLEASE LOOK AT THE PROPOSED RUN SHEET BELOW AND LET US KNOW HOW YOU WOULD LIKE THE EVENT TO RUN. KEEP IN MIND WE ARE VERY FLEXIBLE AND ARE WILLING TO MOLD THE SCHEDULE AROUND YOUR NEEDS.

EXAMPLE OF WEDDING RUN SHEET: *(Remember this is very flexible.)*

Time: Guests start arriving from.

Time: Guests seated.

Time: MC welcomes everyone, provides an overview. For example; housekeeping, table or bar service.

Time: MC announces bridal party (need names in order they are entering). MC then Toasts bride and groom and announces that entrée will be served shortly.

Time: Entrees served.

Time: MC announces speeches to begin in 5 minutes in case anyone needs to freshen up their drink.

Time: Speeches. (Please give us a list of the speeches in order.)

Time: Mains served.

Time: MC to invite bride and groom to cut the cake.

Time: MC introduces bride and grooms first dance.

Time: Dessert, tea and coffee served.

Time: MC announces bouquet and garter toss.

Time: Last drinks.

Time: Last song.

Time: MC announces farewell circle or guard of honour.

Time: Function Concludes.

HANLON ENTERTAINMENT AND VOICEOVER

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