



Event Planning Worksheet

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Event Particulars	
Event Date:	
Event Type:	
Event Venue:	
Event Time:	
Event Coordinator Name and Contact Details:	
Technical Contact details:	
Venue Contact and details:	
Room Size (capacity in people)	
Room Dimensions/Roof Height:	
Room Layout: (theatre/Cabaret):	
Stage placement and Size	
Dance floor placement:	
Event Start Time:	
Event Finish Time:	

Equipment Requirements:

Audio Equipment:	
MC/Speaker (Name, Contact and Requirements):	
Band (Name, Contact and Requirements):	
DJ (Name, Contact and Requirements):	
House Music requirements:	
Video/DVD audio requirements:	
Rehearsal/Sound Check Time:	

Lighting Requirements:	
Stage Lighting:	
Dance floor Lighting:	
House Lighting:	
Special Lighting:	
Intelligent Lighting:	
Smoke Machine/Hazer:	
Venue Smoke Alarm isolation capabilities:	
Uncontrollable Light sources (sunlight/skylights)	

Visual Requirements:	
DVD/Video:	
Projector and screens (Qty and placement):	
PC/Computer Presentation:	
Live Video Feed/Camera:	
Video feed with PC Graphics overlay:	