



Corporate Event Basic Information Sheet

Name of Company:

Company Event Producer/Contact:

Day-of Phone number:

Office Phone:

Email:

Date of Event:

Location:

Start Time:

End Time:

Services:

Please contact our events team to discuss complete details for your event. We will help you produce a time line if need be and assist in coordinating all the details.

To speak to someone immediately call 908 879 5554