

**EVENT WORKSHEET**

<b>Event Name/Client(s) Name</b>	<b>Event Date</b>	<b>Event Contact and Number</b>	<b>Event Type</b>
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<b>Vendor Name</b>	<b>Contact</b>	<b>Phone Number</b>	<b>Site Visit</b>	<b>Delivery</b>	<b>Pickup Date</b>	<b>Ins. on File</b>