

Holly's 21st Party Run Sheet

Time	What	Who	Notes
2pm-4pm	Cake delivery	Cake Creations by Kate Imperial staff	Love heart cake, to be refrigerated
3pm	Holly delivering bar menus, white plinth, cake stand, 21 lights Julianne delivering balloons, chips and lollies, bowls, serving platters and knife for cake	Holly Julianne	Bar menus, white plinth, white cake stand, 21 lights (2 x 1.2m number lights) Balloons, chips and lollies, bowls, serving platters and knife for cake to be put away
6.30pm	Client arrival and set up Entertainment arrival and set up for acoustic	Holly and close family Imperial staff Matt J (Unplugged Entertainment)	Put photo slideshow on projector, bar menus out, white plinth with cake on stand, 21 lights, balloons, bowls with chips and lollies. Will need 1 table from Imperial for card and gift table. Matt has all equipment, will just need to hook up to sound system
7.30pm	Guests arrive Photographer arrives Food serving begins and bar tab starts Matt J starts playing acoustic	Guests Event Photographers Melbourne Imperial staff Matt J	
9.15pm	Speeches Cake and cannolis Matt J get ready to change to DJ deck	Milly, Cody, Paul, Holly Julianne to cut cake and serve with cannolis following speeches Matt J	Need microphone for speeches Bringing knife and serving platters for cake and cannolis Matt will have own DJ deck
9.30pm	Matt J on DJ deck Food service concludes	Matt J Imperial staff	

10.30pm	Photographer leaves	Event Photographers Melbourne	
11.30pm	Matt J finishes playing	Matt J	
	Guests begin to leave	Guests	
12am	Event concludes	Julianne	Julianne to collect presents, device from slideshow, bar menus, white plinth, cake stand, left over cake and cannolis, 21 lights, bowls, platters, knife and balloons to take home.