## **Event Checklist**

There can be so much to plan for your event - we have designed a simple checklist to get you started.

Marquee Lining	Florist Photographer	
Flooring	Disco	
Dancefloor	Band	$\square$
Staging	Invitations	$\square$
Tables		
Chairs	Vehicle access	5 🗖
	Parking	
Caterer	Location Map	
Table plan	Signs to site	
Easel	-	
Cake stand	Heating Lighting Toilet hire	_ _ _

If you would like to enquire further about the services John M Carter Ltd can offer, or to obtain a quotation, our contact details can be found below. If, however, you'd prefer to run through requirements personally, we can arrange an on-site visit without obligation.



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