

# Party Planner

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**Contact Information**

Client Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Guest of honor's name: \_\_\_\_\_

Party Date: \_\_\_\_\_

Setup start time: \_\_\_\_\_

Entertainment Start Time: \_\_\_\_\_

Entertainment End Time: \_\_\_\_\_

**Location Information**

Name/address of establishment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary room name/location: \_\_\_\_\_ Floor: \_\_\_\_\_

Do we have to provide music in other room(s) at any time (*such as for cocktail hour*)? If so, what, where and when? \_\_\_\_\_

Directions to party: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Order of Events

Sequence	Event	Time
	Cocktails	
	Grand entrance / introductions	
	Grace	
	Toast	
	1st course	
	2nd Course	
	Open dancing	
	Main Course	
	First Dance	
	Open Dancing	
	Dessert	
	Open Dancing	
	Grand Finale	

*Note: The printed order of events is only a suggestion. Every party is different, and this is **YOUR** party. Any event may be added, removed, or rearranged as long as it is clearly indicated above.*

*This is a general planner meant to cover many different types of parties, so some events may not apply to your party—simply ignore those sections.*

**General Information**

Number of guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Party theme: \_\_\_\_\_

Number of courses to be served (including dessert): \_\_\_\_\_

Is there "dead air time" during which we shouldn't play? \_\_\_\_\_

When? \_\_\_\_\_

A Tuxedo is the normal outfit for a DJ. If you wish less formal attire, detail preference here:

\_\_\_\_\_

**Contact Information For Other Party Professionals**

Please give business name, contact name, and phone for each of the following.

Caterer: \_\_\_\_\_

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Cake maker: \_\_\_\_\_

Decorator: \_\_\_\_\_

Florist: \_\_\_\_\_

Is it OK to acknowledge the above people during the reception? \_\_\_\_\_

**Detailed Information For Specific Events**

**Cocktail Hour**

Is cocktail hour in same room as main reception? If not, what room is it in?

\_\_\_\_\_

Music for cocktail hour (*suggested genres are soft jazz, slow rock, or R&B*):

\_\_\_\_\_

## Reception Grand Entrance / Introductions

Introductions can be performed by the DJ or by someone else.

Reception Start (*Guests enter main reception room from cocktail room*): \_\_\_\_\_

Music to play as guests enter (Upbeat music is recommended): \_\_\_\_\_

Who will be performing the introductions? \_\_\_\_\_

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use back or additional sheets if necessary. If you want, interesting tidbits of information about relationships to you can be announced—if so, please write details below each person's name.*

Name(s)	How To Introduce	Music

### Grace (or other blessings)

Name of person to be introduced to lead grace: \_\_\_\_\_

### Toast

Who will offer the toast to the Guest of Honor? \_\_\_\_\_

Should person giving the toast be introduced, or simply handed the microphone (*circle one*)?

Will there be other people offering toasts? If so, describe: \_\_\_\_\_

After the toast, can the DJ ask if "anyone else wants to say something to the Guest of Honor or offer a toast?" \_\_\_\_\_

After the toast, can the DJ ask if "the Guest of Honor has anything to say?" \_\_\_\_\_

### Meal

For buffet (*not applicable to sit down/served meal*), we can do music trivia with the guests still sitting (to win right to go next for food). Is this OK? \_\_\_\_\_

While guests are waiting for food, we can encourage other couples to come out on the floor and slow dance. Is this OK? \_\_\_\_\_

### Last Dance

Music for last dance (some suggestions follow):

- Last Dance
- I've Had the Time of My Life
- New York, New York
- The Party's Over
- Goodnight Sweetheart

We can organize remaining guests into a circle around the guest of honor, pass the mic around, and allow them to sing along with the final song. Do you want to do this? \_\_\_\_\_

**Ethnic Dances, Etc.**

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the reception (*also add them to order of events on page 1*). Make sure to include names of specific people to be involved (*i.e., names of people that will be lifted up in chairs*).

**Games/Contests (optional)**

We can play games or contests as another way to break the ice, raise the energy level, award door prizes, etc.

Do you want games or contests? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Listed below are some of the games/contests we are currently playing. Please circle the ones you would like us to do. You can also write in the names of other specific games or contests (please describe them on back of this page). *If you don't identify specific contests, the DJ will choose appropriate ones.*

- Balloon Relay
- Coke and Pepsi
- Limbo
- Musical chairs
- Orange Relay
- Stuff It! Balloon Stuffing

**List of Songs & Music Types NOT to be played**

*(Use back or additional sheets if necessary)*

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**List of Songs to be played ONLY IF REQUESTED BY A GUEST**

*(Use back or additional sheets if necessary)*

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**Music Requests (Songs to DEFINITELY be played)**

*(Use back or additional sheets if necessary)*

*Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.*

<b>Title/Artist</b>	<b>Notes (specific time to play, person to dedicate to, etc.)</b>

