

Party Planner

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: _____

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*):

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)

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

(Use back or additional sheets if necessary)

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.

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

