

## Holiday Party Planner

**Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.**

### Contact Information

Contact name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Party Date: \_\_\_\_\_ Setup Start Time: \_\_\_\_\_ Entertainment Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Order of Events

Sequence	Time	Event
		Guests Arrive
		Cocktail Hour
		Main Party Start
		Salad/Appetizer
		Open Dancing
		Main Course
		Speeches
		Open Dancing
		Dessert
		Open Dancing
		Last Dance

*Notes: 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 in the above table. 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.*

**Remember to review this schedule with your caterer! '~' means approximate time.**

### Location Information

Name/address of establishment: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Primary room name/location: \_\_\_\_\_  
 Do we have to provide music in other room(s) at any time (such as for cocktail hour)? If so, what, where and when?: \_\_\_\_\_

### General Information

Number of guests: \_\_\_\_\_  
 Standard attire for the DJ and MC is business casual. If you wish different attire, detail preference here: \_\_\_\_\_

Contact Information For Other Party Professionals

	Name	Phone	Fax	Booked From-To
Caterer				
Banquet Hall/Venue				
Planner/Coordinator				
Photographer				
Videographer				

Speeches

Please list the names of the people to be introduced to give speeches, in the order in which they will be speaking (*use additional sheets if necessary*):

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 party (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) if specific people are to be involved.

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)

*Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. **If any song has a special meaning to you, please detail that in the notes below.***

Title/Artist

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

*How much Christmas music do you want (a few songs, an hour's worth, etc.)?*