

# New Year's Eve 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

Client name:

Phone/Email:

Guest of honor's name *(optional)*:

Party Date:

Setup Start Time:

Entertainment Start Time:

End Time:

## Order of Events

Sequenc e	Time	Event
		Guests Arrive
		Cocktail Hour
		Main Party Start
		Grace/Blessing
		Toasts <i>(make sure champagne has been poured!)</i>
		Salad/Appetizer
		Open Dancing
		Dinner
		Open Dancing
		Start countdown
		Final countdown to new year, everyone get their champagne glasses in their hands
		Start of New Year Ask everyone to hold their glasses high and toast in the new year and sing Auld Lang Syne
		Open Dancing
		Dessert
		Open Dancing
		Grand Finale

*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.*

**Remember to review this schedule with your caterer! '~' means approximate 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 *(use additional sheets if necessary)*:

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## General Information

Number of guests:

Children:

Number of courses to be served (including dessert):

Are you/the caterer providing meals for the entertainment staff?

Will the caterer be using the dance floor for a buffet during the cocktail hour?

During the main course?

Does the caterer need everyone seated to take orders for the main course?

If yes, when and for how long?

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

When?

Standard attire for the DJ and MC is suits with black or white shirts and straight white or black ties. 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				

## Cocktail Hour

Music for cocktail hour (*suggested genres are soft jazz, soft show tunes, or slow rock*):

Party Start (Guests enter main party room from cocktail room)

Music to start with (*soft music recommended if food on tables, high-energy dance music recommended otherwise*):

## Grace (or other blessings)

Blessing

Name of person (*with phonetic pronunciation*) to be introduced to say the blessing

## Toast

Who will be introduced to offer the toast to the Guest of Honor? Write the name as the Guest of Honor would, and include phonetic pronunciation:

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

After the toast, will the Guest of Honor want to say something? *This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends or family who have contributed in the preparation of the ceremony or reception. This is a fun and memorable alternative to the typical, time-consuming receiving line.*

## Meal

Type of music:

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

### Last Hour of Old Year and New Year's Eve Countdown

For the last hour of the old year, we recommend high energy music. Depending on the age group present, this could be current and recent high energy dance music, or it could be older high-energy rock and roll and disco. What type of music do you want for the last hour of the old year?

About 12 minutes before midnight, we suggest playing Instant Replay by Dan Hartman followed by Get Ready For This by Two Unlimited, and then playing 2001 Space Odyssey at 11:59pm for the final countdown. What songs do you want to play just before midnight?

Will there be a champagne toast at midnight?

Right after midnight, we typically play Auld Lang Syne and get everyone to sing along. That could be followed with God Bless America by Kate Smith (again getting everyone to sing along) and What a Wonderful World by Louis Armstrong. After that we suggest going upbeat for a while, perhaps starting with some swing like In the Mood by Glenn Miller. What songs/music do you want to play just after midnight?

### Grand Finale/Last Dance

Before the last dance, we can organize guests into a circle around the guest of honor, pass the mic around, and allow them to each offer best wishes. Do you want to do this? To what song (*we suggest That's What Friends Are For*)?

Music for last dance (some suggestions follow):

- Last Dance (Donna Summer)
- Times Of Your Life (Paul Anka)
- I've Had the Time Of My Life (from Dirty Dancing)
- "You're the One That I Want (from Grease)  
followed by "Walking On Sunshine"
- Save The Last Dance For Me (Michael Buble)
- Margaritaville (Jimmy Buffet)
- Piano Man (Billy Joel)
- Shout (Isley Brothers)
- New York, New York (Frank Sinatra)
- The Party's Over (Willie Nelson or Nat King Cole)
- Goodnight Sweetheart (The Spaniels)
- Day-O (Harry Belafonte)

### 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.

### Follow-Along Dances (optional)

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances we are currently doing:

- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe (Rednex)
- Electric Slide
- Hokey Pokey
- Macarena
- Mambo Number 5
- Men In Black
- Wild Wild West (Will Smith)
- YMCA

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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.)

Do you want us to put our request cards and pens on all of the tables to make it easier for guests to make requests?

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### Music Requests (Songs to be played if possible) (Use back or additional sheets if necessary)

Also list any types/genres of music you'd like us to play from.

### Setup Space Requirements (will be completed by B2 Productions, Inc.)

**Please provide this information to your venue after your planning meeting with B2 Productions, Inc. At least two weeks before your reception, please provide B2 Productions, Inc. with copies of floor plans showing the setup of all areas of the venue you will be using.**

Main setup requires 10 feet wide by 10 feet deep, next to the dance floor and close to an electric power source, plus space for speakers. There should not be any tables/seating between the sound system and the dance floor.

Additional setups require:

### Dedications, Birthdays, Anniversaries, Other Special Dances, etc.

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special.

### Additional Notes (Use back or additional sheets if necessary)

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of Any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique