

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: _____
 Party Date: _____ Setup Start Time: _____ Entertainment Start Time: _____ End Time: _____

Order of Events

| Sequence | Time | Event |
|----------|------|--|
| | | Guests Arrive |
| | | Cocktail Hour |
| | | Grand Entrance / Introductions |
| | | Grace/Blessing |
| | | Toasts <i>(make sure champagne has been poured!)</i> |
| | | Salad |
| | | Open Dancing |
| | | Main Course |
| | | Speeches |
| | | 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. 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: _____ 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)*: _____

General Information

Number of guests: _____ Children: _____
 Party Theme: _____
 Number of courses to be served (including dessert): _____
 Are you/the caterer providing meals for the entertainment staff? _____

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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

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

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*):

Grand Entrance / Introductions

We recommend upbeat music. Note that instrumentals work best for "expanded introductions." Some song suggestions follow:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Adagio For Strings (Tiesto) • America (Neil Diamond) (<i>instrumental part</i>) • Chariots of Fire • Da Funk (Daft Punk) • James Bond Theme (Moby) • Havana (Kenny G) • Masterpiece Theater Theme • Mission Impossible Theme (Adam Clayton & Larry Mullen) • Olympic Theme • Peter Gunn (Duane Eddy) • Pink Panther Theme (Henry Mancini) | <ul style="list-style-type: none"> • Rocky Theme • Route 66 Theme (Nelson Riddle) • Sandstorm (Darude) • Sirius (Alan Parsons Project) • Take Five (Dave Brubeck Quartet) • Theme from 2001 A Space Odyssey • The Entertainer (Scott Joplin) • The Magnificent Seven (Al Caiola) • Tonight Show Theme • Twilight Zone (2 Unlimited) • 20th Century Fox Fanfare (<i>for after guest of honor introduced</i>) |
|---|--|

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 additional sheets if necessary. If you want, interesting tidbits of information about relationships to the guest of honor can be announced—if so, please write details below each person's name.*

| | | | |
|----------------|----------------------------------|-------------------------|--------------|
| <u>Name(s)</u> | <u>Phonetic Pronunciation(s)</u> | <u>How to Introduce</u> | <u>Music</u> |
|----------------|----------------------------------|-------------------------|--------------|

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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:

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?

Speeches

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

Grand Finale

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) of specific people to be involved (i.e., names of people that will be lifted up in chairs).

Table Photos/Interviews

Please indicate the points (if any) during the reception when you and your photographer want everyone to remain seated for table photos:

Please indicate the points (if any) during the reception when you and your videographer want everyone to remain seated for table interviews:

If the photographer or videographer requests it, do you want us to clear the dance floor or delay the start of dancing for the completion of table photos and/or interviews?

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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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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. 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. **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?

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