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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
		Toast <i>(make sure champagne has been poured!)</i>
		Grace/Blessing
		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.

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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):

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?

Tuxedo pants, shirts, and gold musical note vests are the normal outfit for MCs, DJs, and Party Motivators. Party dancers (if any) will dress in appropriate, tasteful costumes. 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

Introductions can be performed by DJ Gemini's MC (Master of Ceremonies), or by someone else. (*Requests to change this at the party will only be honored if given directly by the client to the MC.*) Who will be performing the introductions?

We recommend upbeat music. Some song suggestions follow:

- High-energy techno (*like Twilight Zone by 2 Unlimited*)
- Party Time (Gloria Estefan)
- America (Neil Diamond)
- Havana (Kenny G)
- Theme from 2001 A Space Odyssey

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.*

Name(s)

Phonetic Pronunciation(s)

How to Introduce

Music

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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, can the MC ask “does anyone else want to say something to the Guest Of Honor or offer a toast?”

After the toast, will the Guest of Honor want to say something (i.e., thank you for coming)?

Grace (or other blessings)

Blessing

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

Meal

Type of music:

For buffet (*not applicable to sit down/served meal*), we can do music trivia with the guests still sitting (to win the 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 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”
- 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).

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Games/Contests (optional)

We can play games or contests (*contests have winners who get prizes, no prizes are awarded for games*) as another way to break the ice, raise the energy level, award door prizes, etc. **Games/contests require a minimum of our MC Entertainment Package; at least one Party Dancer is also recommended.** 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 the back of this page*). *If you don't identify specific contests, the MC will choose appropriate ones.*

- Balloon Stuffing/Parade of Beauties
- Balloon Roulette
- Coke and Pepsi
- Cops and Donuts
- Costume Judging
- Dance Contests
- Dirty Laundry
- Don't Tip the Waiter
- Game Shows (Jeopardy, Family Feud, Trivia, etc.)
- Hot Potato
- Huggy Bear
- Hula Hoops
- Limbo
- Lip Synching
- Mummy Wrap/Best-Dressed Snowperson
- Musical Balloons/Chairs/Gifts/Hula Hoops/People
- Musical Chairs Scavenger Hunt
- Relay Races
- Remote Controlled Car/Truck Bowling
- Simon Says
- Snake
- Take a Polk at This

Follow-Along Dances (optional)

If there are any specific dances you would like us to lead (**requires a minimum of our MC Entertainment Package**), please note them here. Here are some of the dances we are currently doing:

- Agadoo
- Blame It On The Boogie
- Car Wash
- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Cup Of Life (Ricky Martin)
- Cotton-Eyed Joe (Rednex)
- Dollar Wine Dance
- El Tongoneo (Mestizzo)
- Electric Slide
- Get Down Tonight
- Greased Lightning
- Hands Up (from Club Med)
- Hokey Pokey
- Hold Your Head (Bahamas)
- Ketchup Dance (Las Ketchup)
- Kung Fu Fighting (Bus Stop)
- Let It Whip
- Lindy (swing)
- Macarena
- Mambo Number 5
- Maria (Ricky Martin)
- Men In Black
- Mony Mony
- Piano Man
- Play That Funky Music
- Runaround Sue
- Shout
- Staying Alive
- Swing Engine
- Turn The Beat Around
- Walk This Way (Run DMC)
- 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. 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.)

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 time permits after guest requests) (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 DJ Gemini)

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

Main setup requires 6 feet wide by 7 feet deep, near the dance floor (if any) and power source, plus space for speakers and lighting. (If contracted for)

Additional setups require:

Additional Notes (Use back or additional sheets if necessary)