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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: _____ 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:

Is the party just for employees or are significant others invited as well?

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

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*):

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/Last Dance

Music for last dance (some suggestions follow):

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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" | <ul style="list-style-type: none"> • 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.

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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.

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.

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

Do you want other holiday music (such as Chanukah music)?

Setup Space Requirements (will be completed by Dancemasters)

Please provide this information to your venue after your planning meeting with Dancemasters. 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 __ feet wide by __ feet deep, near the dance floor (if any) and power source, plus space for speakers.

Additional setups require:

Additional Notes (Use back or additional sheets if necessary)