

Party Planner



PARTY DATE: _____
 This planner must be mailed 30 days prior to your party.

COMPANY NAME OR ORGANIZATION:

The success of your Holiday Party is very important to us. To Ensure its success and to provide your entertainer with valuable information regarding the party, we ask that you take a second to complete our planner and return it by mail, within 30 days prior to your party. Please make a copy and mail us the originals to 1053 Chelsea, Ottawa, Ontario, K1K 0M7. There is no need to worry if you are unable to complete the planner in its entirety. Simply send the completed portion, and we will be glad to aid you in completing all that is remaining.

VENUE DETAILS

Venue: _____	Room Name: _____	
Address: _____		
Contact Person: _____	Tele No: _____	Ext: _____
Directions and a map must be included with your planner for all locations.		
Name of the Party: _____		
Name of Primary Contact: _____		
Primary Contact Telephone Number:	(O) _____ ext: _____	(H) _____
Cellular: _____	Email: _____	
Name of Secondary Contact: _____		
Secondary Contact Telephone:	(O) _____ ext: _____	(H) _____
Cellular: _____	Email: _____	
Directions:		

SCHEDULE OF EVENTS AND DETAILS

TIMES	QUESTIONS			DETAILS
Hall is open for our set up at:	Meal for the DJ:	Yes	No	Age range of guests:
Guest arrival time at the hall:	Speeches:	Yes	No	Average age of guests:
Cocktail time:	Draws & prizes:	Yes	No	Describe your guests:
Dinner time:	Late night: (food/drink)	Yes	No	_____
Hall is booked until:	Open to possibility of over time: (past 1 am)	Yes	No	_____

🎵 If you are providing the DJ with a meal, we thank you very much. Please inform the catering company /banquet to set a plate at the DJ table so that he or she can monitor the volume levels of the music throughout the lunch or dinner. We also ask that you please remind the caterer about these arrangements during your final meeting, in order to ensure that the meal you have generously paid for is provided to the DJ during the event.

Holiday Party Details (please circle one)

Are you calling it a Christmas Party?	Yes	No
Can we say the word Christmas Party?	Yes	No
Do you want Christmas music	Yes	No
Did a committee organize the party?	Yes	No

Music (Please check all appropriate types)

Variety	<input type="checkbox"/>	New Dance	<input type="checkbox"/>	New Country	<input type="checkbox"/>
50's	<input type="checkbox"/>	New Rock	<input type="checkbox"/>	Old Country	<input type="checkbox"/>
60's	<input type="checkbox"/>	Classic Rock	<input type="checkbox"/>	Big Band	<input type="checkbox"/>
70's	<input type="checkbox"/>	Disco	<input type="checkbox"/>	Jazz	<input type="checkbox"/>
80's	<input type="checkbox"/>	R & B	<input type="checkbox"/>	Latin Francophone	<input type="checkbox"/>
90's	<input type="checkbox"/>	Hip Hop	<input type="checkbox"/>	Reggae	<input type="checkbox"/>
2000	<input type="checkbox"/>	Celtic	<input type="checkbox"/>		<input type="checkbox"/>
Eclectic	<input type="checkbox"/>	Other			

Is Santa Clause dropping In?	Yes	No
Will there be a gift exchange?	Yes	No
Will you run games?	Yes	No

Music Comments: _____

The Reason you chose DeeJay B: _____

Returning Christmas Party Clients

What did you like most about the last party?

Comments about the party: _____

Did you do any games at the party last year? If yes, which ones: _____	Yes	No
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Additional advice or information for your DJ: _____

DJ Personality Preference (check one)

Outgoing: Quiet: DJ to decide:

Comments:

If there are more details you would like your disc jockey to be aware of in relation to your party, or if you would like to add more comments regarding the questions that we have asked on this planner, please send them by email to, footloose71@hotmail.com or call us at 613-797-8615.