

PARTY AGENDA



1- This event is taking place. . . . . INDOOR \_\_\_\_\_ OUTDOOR \_\_\_\_\_  
\*\*\* Outdoor events require cover for equipment from possible rain and or direct sun.

2- Disc Jockey will set up on. . . . . FLOOR \_\_\_\_\_ STAGE \_\_\_\_\_

3- Are there any steps to go up or down to setup location?..... YES \_\_\_\_\_ NO \_\_\_\_\_

4- IS THIS A SURPRISE PARTY? . . . . . YES \_\_\_\_\_ NO \_\_\_\_\_

5- Approximate number of guests \_\_\_\_\_. Primary age group \_\_\_\_\_ to \_\_\_\_\_

6- Time guest of honor will arrive. \_\_\_\_\_ Time guests will arrive. \_\_\_\_\_

7- Name of guest of honor. \_\_\_\_\_

8- Will there be a cocktail hour? \_\_\_\_\_ YES \_\_\_\_\_ NO. Seated for dinner at. \_\_\_\_\_

9 - Dinner or Lunch \_\_\_\_\_ BUFFET \_\_\_\_\_ SITDOWN \_\_\_\_\_ BUTLERED \_\_\_\_\_ NONE \_\_\_\_\_

10- CHECK THE EVENTS YOU WISH TO INCLUDE:

\_\_\_\_\_ TOAST or BLESSING BY \_\_\_\_\_

\_\_\_\_\_ BIRTHDAY or SPECIAL ANNOUNCEMENT \_\_\_\_\_

\_\_\_\_\_ DOOR PRIZES \_\_\_\_\_ AWARDS \_\_\_\_\_ SPEECHES \_\_\_\_\_ CAKE CUTTING

11- Preferred attire for Disc Jockey/MC. . \_\_\_\_\_ TUXEDO \_\_\_\_\_ SUIT & TIE \_\_\_\_\_ CASUAL

12- LOCATION: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_