



PARTY PLANNING GUIDE

Contact Information

Corporation/ Contact: _____

Occasion/Theme: _____

Main Phone# _____ Cell Phone# _____

Email: _____

Event Date: _____

Facility: _____ Contact: _____

Facility Address: _____

Facility Phone#: _____

Facility Directions: _____

Event Coordinator/DJ Preferences

**Personality preferred for your Event Coordinator/DJ?*

_____ **Outgoing** (Reception agenda coordination, Motivates and encourages guests to dance, Takes requests, Makes all announcements)

_____ **Average** (Reception agenda coordination, Some microphone interaction, Takes requests, Makes all announcements)

_____ **Quiet** (Reception agenda coordination, Takes requests, Makes all announcements)

**Preferred attire for your Event Coordinator/DJ?*

_____ Tuxedo _____ Suit & Tie _____ Other (List) _____

**Would you like for your Event Coordinator/DJ to provide games for your event?*

_____ Yes _____ No

**Other preferences:* _____

Fiesta Sounds

MUSIC • EVENT MANAGEMENT



Time Schedule

*What time would you like your Event Coordinator/DJ to provide their services for?

From: _____AM/PM To: _____AM/PM

(NOTE: Your Event Coordinator/DJ will arrive approximately one hour before the scheduled time to start playing music included in the package.)

*What time will your guests start to arrive at the facility? _____AM/PM

Additional Details

*Approximately how many guests do you expect? _____

*What type of meal will be served?

___ Ordourves only ___ Buffet ___ Served ___ Food Stations ___ Family

*Will food be provided for the Event Coordinator/DJ? ___ Yes ___ No

___ With your guests ___ Separate area

*Who will be the caterer? _____

Catering Contact: _____ Phone# _____

*What party options would you like to get information about to assist you with planning your event?

___ Karaoke ___ Casino Night ___ Special Awards ___ Decor/Favors

Theme Parties: ___ Masquerade ___ Lights Camera Action

___ Hawaiian Beach Party ___ Roaring Twenties ___ Rockin Fifties

___ Disco Seventies ___ Retro Eighties ___ Scavenger Hunt

Notes:

