

STAY UP *Ent.*

Party Planner

We can't wait to celebrate with you! Please complete the following form.

With this information, your DJ/Emcee team will lead your party in a professional & timely manner.

Please return your planner to us at least 4 weeks prior, along with the attached contract provided. Thank you! -

Event Information

Event Name: _____ Date/Location: _____

Start Time: _____ Ending Time: _____

What Time Will Your Guests Arrive? _____ # of Guests Expected: _____

Indoors - _____ Outdoors - _____ Both? - _____ Stairs? - _____

Primary Age Group of your Guests: _____ to _____

Dress Code for DJ/MC: Formal - _____ Semi- Formal - _____ Other - _____

Photographer: _____

Schedule

Music for your guests:

DJ's Choice _____ Soft Rock/Jazz _____

Golden Oldies _____ Oldies 50's/60's _____ Motown _____

Classic Rock _____ 70's/Disco/Retro _____ Latin _____ 80's _____

90's _____ 2k _____ Current _____ Hip Hop _____ Country _____

Other _____

Person's Giving Toasts (in order - or to best of knowledge) / Relation to Client - Event

1. _____ / _____

2. _____ / _____

3. _____ / _____

4. _____ / _____

PLEASE PLAY :

PLEASE DO NOT PLAY :

ADDL NOTES FOR DJ : Would you like any specific announcements/dedications? Need help planning your timeline? Anything else the DJ/MC should know?
