

TONY D SOUND

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

Client name:

Phone/Email:

Guest of honor's name:

Party Date:

Setup Start Time:

Entertainment Start Time:

End Time:

Order of Events

Sequence	Time	Event
		Guests Arrive
		Cocktail Hour
		Grand Entrance / Introductions
		Grace/Blessing
		Toasts <i>(make sure champagne has been poured!)</i>
		Salad
		Open Dancing
		Main Course
		Speeches
		Open Dancing
		Dessert
		Open Dancing
		Grand Finale

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)*:

General Information

Number of guests:

Children:

Party Theme:

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?

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Is there “dead air time” during which we shouldn’t play? When?

Contact Information For Other Party Professionals

	Name	Phone	Fax	Booked From-To
Caterer				
Banquet Hall/Venue				
Planner/Coordinator				
Photographer				
Videographer				

Cocktail Hour

Is cocktail hour in same room as main party? If not, what room is it in?

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*):

Grand Entrance / Introductions

Introductions can be performed by **Tony D Sound**, or by someone else. Who will be performing the introductions?

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use additional sheets if necessary. If you want, interesting tidbits of information about relationships to the guest of honor can be announced—if so, please write details below each person’s name.*

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
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Grace (or other blessings)

<u>Blessing</u>	<u>Name of person (with phonetic pronunciation) to be introduced to say the blessing</u>
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Toast

Who will be introduced to offer the toast to the Guest of Honor? Write the name as the Guest of Honor would, and include phonetic pronunciation:

Will there be other people offering toasts? If so, describe:

After the toast, will the Guest of Honor want to say something? *This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends or family who have contributed in the preparation of the ceremony or reception. This is a fun and memorable alternative to the typical, time-consuming receiving line.*

Meal

Type of music:

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For buffet (*not applicable to sit down/served meal*),

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*):

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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. Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Music Requests (Songs to be played if time permits after guest requests) *(Use back or additional sheets if necessary)*

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Also list any types/genres of music you'd like us to play from.

Setup Space Requirements

Please provide this information to your venue after your planning meeting with Tony D Sound. At least two weeks before your reception, please provide Tony D Sound with copies of floor plans showing the setup of all areas of the venue you will be using.

Main setup requires a six foot long table and space, 10 feet wide by 15 feet deep, next to the dance floor and close to an electric power source, plus space for speakers. There should not be any tables/seating between the sound system and the dance floor.

Dedications, Birthdays, Anniversaries, Other Special Dances, etc.

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special.

Additional Notes (Use back or additional sheets if necessary)

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of Any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique

Notes