

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: