



A+ DJ Service

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Due 1 Month Prior !!

Purchaser _____
 Date of Event _____

BIRTHDAY PLANNER

This document is to list your proposed schedule for your event, how we should MC the event, and how the music should fit into it.
 >>> REMEMBER There is no "right" or "wrong" way to organize YOUR party, and we are here to serve you to YOUR tastes.
 >>> DJ / MC is only responsible to have equipment set up and begin playing music at time on Reservation Form.
 If guests may arrive earlier or party may go later than reserved, please notify A+ DJ Service by phone ASAP

1. General DJ/MC Style for reception (different than music) Solemn-Quiet? Casual-Upbeat? Fun-Lively-Talkative? Wild-Crazy?
 DJ Dress: Formal Semi-formal (suit and tie) Dress (sport jacket) Dressy Casual Casual Outdoor Summer Casual (Shorts + polo)

2. List the time and nature of anticipated schedule of events (those with a "?" are OPTIONAL), also circle all that apply:

<u>TIME</u>	<u>EVENT</u>	<u>DJ MUSIC or MC ACTIVITY</u>
_____	Guests begin to arrive	Background Music (Jazz, Classical, Soft Rock, Oldies, special: _____)
_____	Guests of honor arrives ?	Special Music? (Special artist or song: _____) MC announcement?: " _____" (NOTE: If a SURPRISE party, please plan on DJ arriving 25 - 45 minutes before start time to set up!)
_____	Food Served?	Background Music (Jazz, Classical, Soft Rock, Oldies, special: _____)
_____	DANCE BEGINS	Special first song for everyone? (special song + artist: _____) DJ will then use your choices on Music Planner, Top 450 Party song list, and any other lists you give.
_____	Guests Sing Happy Birthday? (Y/N)	>>> While cake brought out? (please tell DJ 5 minutes before) Songs to play: "Birthday" (Beatles) "Happy Birthday" (traditional) "When I'm 64" (Beatles) Other _____ "Happy Birthday Sweet 16" "Sixteen Candles" "You're Sixteen" (Ringo Starr) "Only Sixteen" (Sam Cooke)
_____	MC Announcements?	_____
_____	Your Announcements?	Dedication? _____ Toast by Special Friend? _____ Speech by Guest of Honor? _____
_____	Activities?	Special Dances (Shag, Line, Swing, Limbo, Twist and many others listed on Music Planner) Door Prizes? Can announce any way you like... host provides prizes. Soul Train Dance? Males and females line up on opposite sides 6 feet apart. They pair up at one end and dance through the middle of the line as others cheer and repeat. Snow Ball Dance? (activates wallflowers!) Start with one couple dancing to a popular song. Each time "snowball" called by DJ, each person goes to get another person to dance. 2 people goes to 4, then to 8, 16, 32, 64... soon everyone in the room is dancing! Air Guitar Contest? "Play" prop guitar along with rock song... host provides prize. Singing Contest? Sing acapella or along with music... host provides prize. Dancing Contest? Dance to fast song of choice... host provides prize. Kid's Activities? Musical Chairs Simon Says Freeze Game - have kids freeze while dancing when music stops Other Games planned by host? _____ Any other activity you would like: _____
_____	Special Instructions?	_____
_____	Last Dance?	Special last song for everyone? (special song + artist: _____)
_____	DANCE ENDS	MC announcement? " _____"
_____	Post Dance?	Background Music (Holiday, Jazz, Classical, Soft Rock, Oldies, special: _____)