



# A+ DJ Service

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**Due 1 Month Prior !!**

Purchaser \_\_\_\_\_  
Date of Event \_\_\_\_\_

## Holiday Party 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.

>>> DJ / MC is only responsible to have equipment set up and begin playing music at time on Reservation Form.

If guests may arrive early, please modify starting time on Reservation Form accordingly and mail to A+ DJ Service.

>>> NOTE: Please mail this along with Music Planner which is due AT LEAST 1 month in advance of event,

ALSO bring any changes to the schedule with you IN WRITING to the event (CALL US if we need to bring anything!).

- General DJ/MC Style for event (different than music) Solemn-Quiet? Casual-Upbeat? Fun-Lively-Talkative? Wild-Crazy?  
Party Atmosphere: Solemn? Casual? Moderate volume - some dancing? Louder - lively? Loud (with bass) - club-type?  
DJ Style as MC: Quiet - say very little? Laid back - a few comments? Upbeat - get people involved? Crazy - very talkative?  
DJ Dress: Formal Semi-formal (suit and tie) Dress (sport jacket) Dressy Casual Casual

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>
_____	<u>Guests begin to arrive</u>	<u>Background Music</u> (Holiday, Jazz - old / new, Classical, Soft Rock, Oldies, OR _____) Do you want sacred Christmas music included? ("Silent Night," "Away in a Manger," etc) (Y / N)
_____	<u>Guests of honor arrives ?</u> (CEO, President, Manager)	<u>Special Music?</u> (Special artist or song: _____) <u>MC announcement?:</u> " _____" <u>Lists of guests to announce (w.Title?) ?:</u> _____
_____	<u>Food Served?</u>	<u>Background Music</u> (Holiday, Jazz - old / new, Classical, Soft Rock, Oldies, OR _____)
_____	<u>DANCE BEGINS</u>	<u>Special first song for everyone?</u> (special song + artist: _____)  <u>DJ will then use your choices on Music Planner and other playlists</u> Do you want Holiday <u>dance</u> music included? ("Jingle Bell Rock," "Winter Wonderland" etc.)
_____	<u>MC Announcements?</u>	_____
_____	<u>Your Announcements?</u>	<u>Dedication?</u> <u>Speech by Management?</u>
_____	<u>Activities?</u>	<u>Opening Gifts?</u> <u>Christmas Carol Singing?</u> <u>Tree Decorating?</u> <u>Other?</u> _____ >>> <u>Special Dances</u> (Shag, Line, Swing, Limbo, Twist and many others listed on Music Planner) <u>Door Prizes?</u> Can announce any way you like... host provides prizes. >>> <u>Human Christmas Tree Contest?</u> (add'l cost for rented decorations if from us = \$8 per box/group) Invite 2-4 groups of people to the dance floor to be "decorators". Each group of people must go into the audience and pick out someone to be the "tree". Give each group a bag of "decorations" for the human tree (can be attached anywhere) They must complete the decorating before the song ends ("Rockin' Around the Chr. Tree") Let the audience pick the winner (company may want to give a door prize). >>> <u>Soul Train Dance?</u> 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. <u>Snow Ball Dance?</u> (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! <u>Air Guitar Contest?</u> "Play" prop guitar along with rock song... host provides prize. <u>Singing Contest?</u> Sing acapella or along with music... host provides prize. <u>Dancing Contest?</u> Dance to fast song of choice... host provides prize. <u>Kid's Activities?</u> Musical Chairs? Simon Says? Other games? _____ Freeze Game - have kids freeze while dancing when music stops
_____	<u>Last Dance?</u>	<u>Special last song for everyone?</u> (special song + artist: _____)
_____	<u>DANCE ENDS</u>	<u>MC announcement?</u> " _____"
_____	<u>Post Dance?</u>	<u>Background Music</u> (Holiday, Jazz, Classical, Soft Rock, Oldies, special: _____)