

### Organiser

Name \_\_\_\_\_

Contact Details \_\_\_\_\_  
\_\_\_\_\_

Contact Phone No \_\_\_\_\_

### Type of Party

\_\_\_\_\_

### Additional Information

Approximate number attending \_\_\_\_\_

Age group \_\_\_\_\_

Times of arrival:

Host \_\_\_\_\_ Guests \_\_\_\_\_ Principle \_\_\_\_\_

Earliest time we can commence set up? \_\_\_\_\_

Is there an evening meal/buffet? Yes/No

If 'Yes' approx what time will it be served? \_\_\_\_\_

Will there be a cake? Yes/No

If 'Yes' approx time of presentation \_\_\_\_\_

Music to be played for cake arrival  
\_\_\_\_\_

Any other entertainment? Yes/No

If 'Yes' type & at what times?  
\_\_\_\_\_  
\_\_\_\_\_

Do you have guests attending from far away? If so  
where from \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which 3 words would best describe how you picture  
your evening \_\_\_\_\_

For example (you don't have to use any of these) Energetic, Lively,  
Exciting, Unique, Memorable, Meaningful, Personal, Intimate,  
Emotional, Sentimental, Carefree, Relaxed, Comfortable, Elegant,  
Classy, Formal, Traditional, Rocking, Fun, Groovy, Lighthearted

### The Party is for (Principle)

Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Contact Details \_\_\_\_\_  
\_\_\_\_\_

Contact Phone No \_\_\_\_\_

Is it a surprise party? Yes/No

### Reason for Party

\_\_\_\_\_  
(for birthday include date of birth of Principle)

### Music

Special Songs Requested  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (continue overleaf if required)

Dedications, Birthdays, Anniversaries etc  
\_\_\_\_\_  
\_\_\_\_\_

Sensitive Subjects/Songs (if any)  
\_\_\_\_\_  
\_\_\_\_\_

### Other Useful Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**andeejay**  
events

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