



Get On Up Entertainment

400 West 119TH St.

Suite 12M

New York, New York 10027

Phone: (917)723-9229

Email: Info@getonupentertainment.com

Web: <http://www.getonupentertainment.com>

Holiday 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

Contact name:

Phone/Email:

Company name:

Party Date:

Setup Start Time:

Entertainment Start Time:

End Time:

Order of Events

Sequence	Time	Event
		Guests Arrive
		Cocktail Hour
		Main Party Start
		Salad/Appetizer
		Open Dancing
		Main Course
		Speeches
		Open Dancing
		Dessert
		Open Dancing
		Last Dance

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):

Holiday Party Planner

General Information

Number of guests:

Children:

Is the party just for employees or are significant others invited as well?

Number of courses to be served (including dessert):

Are you/the caterer providing meals for the entertainment staff?

Will the caterer be using the dance floor for a buffet during the cocktail hour? During the main course?

Does the caterer need everyone seated to take orders for the main course? If yes, when and for how long?

Is there "dead air time" during which we shouldn't play? When?

Tuxedo pants, shirts, and gold musical note vests are the normal outfit for MCs, DJs, and Party Motivators. Party dancers (if any) will dress in appropriate, tasteful costumes. If you wish different attire, detail preference here:

Contact Information For Other Party Professionals

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

Cocktail Hour

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*):

Meal

Type of music:

While guests are waiting for food, we can encourage other couples to come out on the floor and slow dance. Is this OK with you AND the caterer?

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*):

Grand Finale/Last Dance

Music for last dance (some suggestions follow):

- Last Dance (Donna Summer)
- Times Of Your Life (Paul Anka)
- I've Had the Time Of My Life (from Dirty Dancing)
- "You're the One That I Want (from Grease) followed by "Walking On Sunshine"
- Shout (Isley Brothers)
- New York, New York (Frank Sinatra)
- The Party's Over (Willie Nelson or Nat King Cole)
- Goodnight Sweetheart (The Spaniels)
- Day-O (Harry Belafonte)

Holiday Party Planner

Follow-Along Dances (optional)

If there are any specific dances you would like us to lead (*requires a minimum of our MC Entertainment Package*), please note them here. Here are some of the dances we are currently doing:

- Agadoo
- Blame It On The Boogie
- Car Wash
- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe (Rednex)
- Cup Of Life (Ricky Martin)
- Dollar Wine Dance
- El Tongoneo (Mestizzo)
- Electric Slide
- Get Down Tonight
- Greased Lightning
- Hands Up (from Club Med)
- Hokey Pokey
- Hold Your Head (Bahamas)
- Kung Fu Fighting (Bus Stop)
- Let It Whip
- Lindy (swing)
- Macarena
- Mambo Number 5
- Maria (Ricky Martin)
- Men In Black
- Mony Mony
- Piano Man
- Play That Funky Music
- Runaround Sue
- Shout
- Staying Alive
- Swing Engine
- Turn The Beat Around
- Walk This Way (Run DMC)
- Wild Wild West (Will Smith)
- YMCA

Holiday Party Planner

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.

Title/Artist

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

How much Christmas music do you want (a few songs, an hour's worth, etc.)?

Do you want other holiday music (such as Chanukah music)?

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