Client: first name last name Event Date: 8/30/2	2017
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Class Reunion

Committee Contact Information

Should your Entertainer have any Questions during the Setup or during the Actual event, who should he/she contact and communicate with? Please list those who you wish for us to contact. Please list only those, who are authorized to make decisions on your behalf, concerning the entertainment.

Committee Contact Information

	Full Name & Title	Primary Phone #	Secondary Phone #
First			
Second			
Third			

Welcome Night (Optional)	
Are You Having a Welcome Night?	
If Yes, What is the Date?	
If Yes, List Venue with City and State:	

Venue
Reunion Venue Name:
Venue Room Name:
How Late is the Venue Reserved?
Setting:
What Floor is the Room On?
Is There an Elevator?
Is There a Ramp?

General Information			
Is This a Themed Event?			
If Yes, What is the Theme?			
Guest Arrival Time:			
DJ's Interaction Level:			
Music Era Preferred:			
Music Restrictions:			

School Information
Name of School:
Celebration for Class of:
What Other Reunions have There Been?
School Colors:
School Mascot & Nickname:
Will the School Mascot be Present?

Event Highlights
Cocktails / Hors d'oeuvres?
Cocktail Music Type:
If "Other", Please Specify:
Host / Hostess Speech?
If Yes, Name & Title:
Toast?
If Yes, Name & Title:
Should the DJ Seek Volunteer Toasts?
If Yes, Maxiumum # of Toasts:
First Dance of Evening?
First Dance Song (Title & Artist):
Last Dance of Evening?
Last Dance Song (Title & Artist):
Other Special Dances:

Would You Like this Announced? Caricature Artist Location: Reunion Billboard? Would You Like this Announced? Reunion Billboard Location:

Disposable Cameras?

If Yes, What Will You Do with the Photos?

If You Selected Website as an Option, What is/will be, the Website Address?

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In the area below, please enter any announcements that you would like made during your Event by your Entertainer. There is no limit to the number of announcements we can make on your behalf. Please do not include items (topics) already discussed in this Class Reunion Planner.

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Would You Like Introductions Performed?

If Yes, Introduction Song (Title & Artist):

Organization Title	Announce Person As	Additional Information

Awards

If you will be presenting Awards, please complete the section below. Tips for handing out Awards include avoiding awards which subjectively bestow "greatness" and "success" on some and not others (i.e. "The Most Successful", "Who Went the Farthest", "Who Drives The Nicest Car"). Instead, make the awards more fun. Some examples include: "First and Last to Register", "Most Body Piercings/Tattoos", "Person with the Oddest Experience", "Humanitarian Awards". Be sure to include all those involved in community service personally and professionally, "Still Class Clown After All These Years", "Who Traveled the Furthest to the Reunion", etc.

For those with a good sense of humor, you can perform a poll in advance and find out who has been married the most times and create an award category for this. Be sure to obtain permission from the potential recipient of this award in advance so there are no embarrassing surprises.

If Yes, Who Will be Presenting Awards:

Will They Need a Microphone?

Awards

Recipient	Reason for Award	Additional Information	

Classmates not Present				
This section of the Planning Form is dee Personal or Work related reasons. If yo				
Would You Like Classmates Not Present Announced?	t			
Would You Like the DJ to Make these Announcements?				
If Not, Who Will Make the Announceme	ents?			
Will They Need a Microphone?				
Classmate's Name	Reason not Present	Special Notes		
Special Needs, Instructions or Othe	er Information			
Special Offer				
No questions found				