

Client: first name last name

Event Date: 8/30/2017

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, Maximum # of Toasts:
First Dance of Evening?
First Dance Song (Title & Artist):
Last Dance of Evening?
Last Dance Song (Title & Artist):
Other Special Dances:

Meal
Blessing?
If Yes, Name & Title:
Available for Buffet Meals Only: Your DJ can Traditionally Dismiss tables by Number or Trivia Questions to see who goes Next for Food. If you choose the Trivia, please complete the Seperate Trivia Planner.
Meal Style:
Dinner Music Type(s):
If "Other", Please Specify:
Would You Like Your DJ to Dismiss Tables?
If Yes, How Should Your DJ Dismiss?
If the Meal is Being Served, does the Caterer Need Everyone to be Seated in order to Begin Serving?

Other Activities
Class Pictures?
Would You Like this Announced?
Class Picture Location:

Caricature Artist?
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?

Classmates not Present

This section of the Planning Form is dedicated to the Classmates who cannot attend the Class Reunion due to Personal or Work related reasons. If you would like them announced, please complete this section.

Would You Like Classmates Not Present Announced?

Would You Like the DJ to Make these Announcements?

If Not, Who Will Make the Announcements?

Will They Need a Microphone?

Classmate's Name	Reason not Present	Special Notes

Special Needs, Instructions or Other Information

Special Offer

No questions found