

Party Planner for LMD Productions

Please complete and return four to five weeks prior to your party date.

Contractee Information

Name _____

Address _____

Home Phone _____ Work Phone _____ Email _____

Location Information

Date of Party _____ Location of Party _____

Phone Number and Contact Person at Party Location _____

What time will the party location be open to set up? _____

Is your party inside or outside? Inside Outside

If outside, will protection be provided from wind, sun, rain, etc.? _____

Guest Information

Number of guests expected to attend? _____

What time will guests arrive at the party? _____

What time will the Contractees arrive at the party? _____

Would you like anyone's arrival announced? Yes No

If yes, please indicate song you would like to have playing and their name and title/position.

a) _____

b) _____

c) _____

Event Information

Please provide the approximate starting and ending times for:

Photographs _____

Cocktails _____

Dinner _____

Dance _____

What time would you like the music to start for:

Dinner _____

Dancing _____

Please list any events you would like to have announced at your dance

a) _____

b) _____

c) _____

Please list other events that you would like to be included in your reception/dance

a) _____

b) _____

c) _____

