

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) _____

Song Information

Please list the song and artist for any special songs for individuals or couple to be played during the dance

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____

Please mark the types of music you would like us to play. Rank the most wanted with #1 as most important, #2, #3, etc.

- | | | | |
|-------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> 50's | <input type="checkbox"/> 90's | <input type="checkbox"/> Disco | <input type="checkbox"/> Party Oldies |
| <input type="checkbox"/> 60's | <input type="checkbox"/> Top 40 (Pop) | <input type="checkbox"/> Urban/Rap | <input type="checkbox"/> Instrumental / Classical |
| <input type="checkbox"/> 70's | <input type="checkbox"/> Classic Rock | <input type="checkbox"/> Heavy Metal | <input type="checkbox"/> Polka / Waltzes |
| <input type="checkbox"/> 80's | <input type="checkbox"/> Country | <input type="checkbox"/> Club Dance / HipHop | <input type="checkbox"/> Big Band / Swing |

Other _____

Please note: For songs requested that are not currently in LMD Productions' music library, we request that you provide the CD for the reception/party.

Any other notes or instructions to help us make your night memorable?

Thank you for choosing LMD Productions!