



Party Information Sheet

PO Box 2087
Woodbridge, Virginia 22195
(800) 918-5219 Main
(703) 583-2440 Office
(703) 583-2444



GENERAL INFORMATION

Date of Reception/Party: _____
Music Start Time: _____ Music Stop Time: _____

Name of Contracting Person: _____
Telephone Number: _____
Address: _____

Name of Business: _____
Telephone Number: _____
Address: _____

Type of Reception/Party:
50's/60's _____ School _____ Teen _____ Pool _____ Picnic _____ Birthday _____ Office _____
Anniversary _____ Christmas _____ Other _____

Types of Background Music Preferred:
Easy Listening _____ Jazz _____ Instrumental _____
Variety of Love Songs _____ Other _____

Reception Information:
Reception Hall Name _____
Reception Hall Address _____
Reception Hall Telephone No. _____
Photographer's Name & Company _____
Photographer's Telephone No. _____

RECEPTION/PARTY INFORMATION

Reception/Party held in Honor of: _____
Distinguished Guest to be Introduced/Recognized:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Will there be a Dinner: Yes _____ No _____ Buffet _____ Served _____

Will anyone be giving Grace? Yes _____ No _____
Name of Person Giving Grace _____

Will there be a Toast? Yes _____ No _____
Prior to Dinner _____ Prior to Cake Cutting _____
Other _____
Name of Person making Toast _____

Party Information Sheet

Will there be a Cake Cutting Yes _____ No _____
Approximate Time of Cake Cutting _____

DINNER

Any Speeches or Presentations? Yes _____ No _____
Instructions: _____

Any Prizes/Gifts/Giveaways? Yes _____ No _____
Instructions: _____

MUSIC INFORMATION DANCE FLOOR NOW OPEN TO EVERYONE

Special Requests:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Special Ethnic Music:
Italian _____ Irish _____ Spanish _____ Polish _____ Jewish _____

Special Activities:
Dance Competition _____ Music Trivia _____ Limbo _____ Find Your Mate _____ Hot Potato _____
Eat The Apple _____ Simon Says _____ Musical Chairs _____ Golf Ball Game _____ Coin Dive _____
Raft Race _____ Ping Pong Ball/Spoon Race _____ Hooola Hoop Competition _____ Snow Ball Wrap _____
Other _____

Special Announcements: _____

Comments/Special Instructions: _____

