

# Night Owl DJs

## Party Planner

**Type of party** Birthday, Anniversary, Graduation, Surprise, Retirement, Shower, Theme, Other:

\_\_\_\_\_  
Surprise Party? Yes No

### **Theme**

Will there be a theme? Please give details: \_\_\_\_\_  
\_\_\_\_\_

### **Guest(s) of Honor**

Name(s): \_\_\_\_\_

Would you like the guest(s) of honor announced? Yes No

How: \_\_\_\_\_

Entrance Song/Music: \_\_\_\_\_

### **Dinner & Food**

Type/style: formal sit down dinner – buffet - hors d'oeuvres – snacks & finger foods?

Will there be a dinner announcement or prayer? Yes No

Given by? \_\_\_\_\_

Other details: \_\_\_\_\_

### **Cake**

*DJ will announce and encourage guests to gather around the table and guest(s) of honor*

Music/Song: \_\_\_\_\_

Other details/instructions: \_\_\_\_\_

### **Toast**

Will there be a Toast? Yes No

Given by: \_\_\_\_\_ Friend – Family - Other

Given by: \_\_\_\_\_ Friend – Family – Other

Estimated time during party: \_\_\_\_\_

### **Announcements**

Will you give or want the DJ to give any special announcements throughout the event?

\_\_\_\_\_  
\_\_\_\_\_

### **Games & Other**

Will there be any: Games – Contests – Drawings – Prizes – Performers – Additional Events

Please give details: \_\_\_\_\_

### **Additional Info**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Please complete and return to: Edward Purcell 4304 Westport Terrace, Louisville, KY 40207

www.nightowldjs.com 502-523-2957

[nightowldjs@bellsouth.net](mailto:nightowldjs@bellsouth.net)