

# Party Planner

Rick Harrington DJ Services has one mandate:  
To help ensure you and your guests have a fun time at your function.

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This planner is used to help plan your party, and to communicate with Rick Harrington DJ Services prior to your function. Please fill out the necessary information in this planner to help customize your event. Then return to Rick Harrington DJ Services as soon as possible. A meeting time can be arranged at your convenience to discuss the details.

How did you find Rick Harrington DJ Services?  
(Please circle)

Bridal Fair      Word Of Mouth      Another Function      Canadian On-Line DJ Association      The Canadian DJ Association      Other

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## CLIENT INFORMATION

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Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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## FUNCTION INFORMATION

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Please fill out appropriate section.

### **Birthday**

Guest of Honour: \_\_\_\_\_

Guest's Age (optional): \_\_\_\_\_ Is this function a surprise?  No  Yes (guest won't be contacted)

### **Retirement**

Guest of Honour: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Is this function a surprise?  No  Yes (guest won't be contacted)

### **Office Party, Banquet or Jack and Jill**

Organization's Name: \_\_\_\_\_

Type of function: \_\_\_\_\_

OTHER INFORMATION

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Please put a checkmark beside the styles of music you'd like at your function.

- |                                  |                               |                                      |  |
|----------------------------------|-------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Mixture | <input type="checkbox"/> 80's | <input type="checkbox"/> 50's        | <input type="checkbox"/> New Country         |
| <input type="checkbox"/> Top 40  | <input type="checkbox"/> 70's | <input type="checkbox"/> 30's & 40's | <input type="checkbox"/> Traditional Country |
| <input type="checkbox"/> 90's    | <input type="checkbox"/> 60's | <input type="checkbox"/> Dance       | <input type="checkbox"/> Polka and Waltz's   |

If there are special events taking place during the evening, (gift opening, speeches, etc.), please write them here, as well as an approximate time they may take place during the function:

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If there are song requests you'd like to hear at your function, please write them here:  
(Please limit this list to 5 - 10 requests).

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Rick Harrington DJ Services encourages guests to request songs. Requests are always accepted. In some cases, songs that may be considered offensive may not be played, to accommodate all age groups. If there are other songs you wish not to be played, please write them here:

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If there is other information you'd like to add, or isn't mentioned above, please add it here:

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FUNCTION LOCATION

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Date of Function: \_\_\_\_\_

Hall Address / Location: \_\_\_\_\_

Time organizers will be decorating the hall: \_\_\_\_\_

\*Rick Harrington DJ Services will set up during the afternoon, prior to your function.  
Noting a time above will assist in determining a time to set up.

Time guests arrive: \_\_\_\_\_

Time function starts: \_\_\_\_\_

Time of Dinner: \_\_\_\_\_

End Time: \_\_\_\_\_

Approx. # of Guests: \_\_\_\_\_

If there are any comments not noted above, please add them here:

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Thank you for taking the time to fill out this Wedding Planner. Please contact Rick Harrington DJ Services no later than four weeks prior to your function to arrange for the Wedding Planner to be returned. Please call or e-mail anytime with any questions or comments you may have.

\_\_\_\_\_  
Rick Harrington DJ Services  
Signature / Date

\_\_\_\_\_  
Client Signature / Date