

# ***PARTY/WEDDING PLANNER***

## **SOUTH JERSEY DISC – JOCKEYS**

***CRAIG SALTIEL 877-352-7244 or 877-DJ -CRAIG***

### **BANQUET ROOM**

- Party Planner, Consultant or Meeting Planner
- Location
- Caterer
- Liquor
- Bartenders
- Linens  Cloths (to floor?)  Napkins, Colors
- Menu Planning  Cake
- Votives, Votive Candles
- Napkin Rings
- Table Candy
- Table Games
- Bar Candy
- Glitter or Confetti
- Bathroom Floral  Other Locations (list)

### **INVITATIONS/RSVP/OTHER ITEMS**

- Invitation to Ceremony, Party, Benefit or Main Event
- Invitation to Reception (if applicable)
- Response Card  Response Envelope
- Bus Card  Kids Only  Out of Town Guests
- Donation Card
- Directional Card
- Other...  Luncheon  Brunch or \_\_\_\_\_
- Calligraphy  Invitations  Seating Cards
- Cocktail Napkins  Matches
- Kipots
- Programs  Agenda  Newsletter

### **PRIZES**

- T-shirts
- Caps
- Socks
- Glow  Necklace  Earrings  Glasses
- Tricks
- Theme Oriented Items
- Premiums (Items with company logo for corporate event)

### **OTHER**

- Photographer  Video
- Candles (Candle Lighting, other)
- Dress Determination
- Casual  Dressy Casual  Dressy  Optional BT  BT
- Gift Table  Information Table

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### **OUT OF TOWN GUESTS**

- Hotel Reservations
- Weekend-at-a-Glance or Itinerary
- Maps (to/from airport; other locations)
- Welcome Gifts, Totes, Baskets
- Transportation
- 2nd Mailing to Out-Of-Town Guests  Calligraphy
- Six Flags Tickets
- Zoo Tickets
- Rangers Tickets
- Other \_\_\_\_\_

### **DECORATIONS**

- Sign-in Board
- Message Book
- Centerpieces
- Welcome Sign
- Entrance Piece At Door
- Balloon Bouquets
- Buffets-- Decor
- Buffets-- Signage
- Ceiling Treatment(s)
- Outside Lobby Area
- Sign Over Seating Cards
- Directional Signage
- Easels
- Other...Theme Oriented
- Company Display (if applicable)

### **ENTERTAINMENT**

- Delaware Disc Jockeys***
- Music During Cocktails
- Caricaturist
- Magician
- Balloon Magic
- Clowns  Jugglers  Mimes Other \_\_\_\_\_
- Palm Readers, etc.
- Handwriting Analysis
- Photo favors
- Tattoos
- Special Presentation: Who to emcee? Who to present?
- Roasts  Toasts  Audio/Visual Needs?
- Other...Theme Oriented