Function & party planner

Your function & party planner

Tap an answer box. Save a copy, reopen it to check, then return the file.

Event type and date

Occasion and day / month / year

Organiser

Name and preferred name

Organiser contact

Email and phone

Guest of honour / main person

Name, preferred name and pronunciation

Guest of honour contact

Only if needed and appropriate; do not spoil a surprise

Skip anything not relevant; use TBC if undecided. No payment details or private medical history. This does not change your agreed booking.

Function & party planner

Your function & party planner (continued)

Short answers here; use the extra-answer page for longer notes.

Surprise event?

Yes / No / TBC. Who knows, and how should I contact you discreetly?

Venue and room(s)

Venue name, full address and rooms in use

Venue / on-the-day contact

Name, role and contact number

Services already booked with me

List agreed services and extras; anything not agreed: TBC

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Function & party planner

People and atmosphere

Short answers here; use the extra-answer page for longer notes.

Approximate guest numbers

Total and any changes expected during the event

Broad age range

Approximate range / mix, not dates of birth

Host / person making announcements

Name and pronunciation

Three words for your event

For example: relaxed, energetic, nostalgic

Guests travelling from afar

Optional: places to mention, not travel itineraries

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Function & party planner

People and atmosphere (continued)

Short answers here; use the extra-answer page for longer notes.

Dedications / birthdays / anniversaries

Names, occasion and the wording you would like used

Topics or names to handle carefully

Only what I need to know for music or announcements

Accessibility / sensory adjustments

Practical adjustments to discuss; no medical history needed

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Function & party planner

Timings and venue notes

Short answers here; use the extra-answer page for longer notes.

Setup access and earliest arrival

Time, loading route, parking, stairs / lift and venue restrictions, if known

Organiser / host arrival

Approximate time

Guest arrival

Approximate time

Guest of honour arrival

Approximate time; surprise reveal plan if applicable

Entertainment start and finish

Agreed times, or TBC

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Function & party planner

Timings and venue notes (continued)

Short answers here; use the extra-answer page for longer notes.

Meal / buffet

Yes / No / TBC; approximate time

Cake / presentation

Yes / No / TBC; time, announcement and music for arrival

Speeches / key moments

Who, order and approximate times

Other entertainment

Yes / No / TBC; act, contact and performance / setup times

Venue sound or power notes

Any known sound limits, power access or setup-space instructions

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Function & party planner

Music and final notes

Short answers here; use the extra-answer page for longer notes.

Do-not-play songs

Songs, artists or styles to avoid

Dedication music

Who it is for, song and when to play it

Guest requests

Welcome / Please discuss / No requests; any restrictions

Final song / closing announcement

Optional song and wording

Photos and videos for my marketing

Your preference: Yes / No / Please discuss first. Any restrictions? Leave blank if undecided.

Photo/video answers are preferences, not permission for all guests. Identifiable-image use needs separate confirmation. Tell me if plans change.

Function & party planner

Music and final notes (continued)

Short answers here; use the extra-answer page for longer notes.

Copies of event media

If you would like copies, ask me here

Other useful information

Anything else I should know; use extra space or an added page as needed

Photo/video answers are preferences, not permission for all guests. Identifiable-image use needs separate confirmation. Tell me if plans change.

Function & party planner

Must-play songs & Spotify playlist

Short answers here; use the extra-answer page for longer notes.

List your must-play songs with artists and versions. Distinguish these from general playlist inspiration.

Spotify playlist link (optional)

Mobile/tablet: open the playlist > three dots > Share > copy link. Computer: right-click the playlist or use its three dots > Share > Copy Link. Paste the link below, not an embed code.

This shares music ideas, not account access or automatic imports. Check the recipient can open the link. If access expires, send a fresh link.

Function & party planner

Extra answers / music lists

Short answers here; use the extra-answer page for longer notes.

Extra answer 1: start with the question name

Extra answer 2: start with the question name

Extra answer 3: start with the question name

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.