



Party Planner – 2017

Jukskei Park
 Johannesburg
 M: 082 458 2544
 T: 011 704 6222

*(Note: Items marked * must be filled in before a quotation can be issued)*

PARTY NAME:		
SECTION 1: CALENDAR *		
Date *		
Day of Week *		
SECTION 2: VENUE DETAILS *		
Name *		
Physical Address *		
Contact Person		
Contact Number(s)		
E-Mail Address(s)		
Does the venue have wireless internet (WiFi) facilities which we will be able to use?	Yes / No	
SECTION 3: GUEST INFORMATION *		
Number of Guests *		
Average Age		
Home Language		
Other		
<u>Comments:</u>		



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PARTY NAME:		
SECTION 4: CUSTOMER DETAILS *		
Individual *	Full Name(s) *	
	ID or Passport Number (For DJ service Contract)	
	Physical Address	
	Contact Number(s) *	
	E-Mail Address(s) *	
Company *	Full Name(s) *	
	Company Registration Number (For DJ service Contract)	
	Physical Address	
	Contact Number(s) *	
	E-Mail Address(s) *	
<u>Comments:</u>		



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PARTY NAME:		
SECTION 6: CO-ORDINATOR INFORMATION		
Event Co-ordinator	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Master of Ceremonies (MC)	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Other	Name	
	Contact Number(s)	
	E-Mail Address(s)	
SECTION 7: SERVICE PROVIDER INFORMATION		
Photographer	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Videographer	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Live Musicians	Name	
	How many musicians?	
	Contact Number(s)	
	E-Mail Address(s)	



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PARTY NAME:	
SECTION 8: DÉCOR & THEME INFORMATION (For Lighting Purposes)	
Your <u>Party Theme</u> if any (Please describe)	
Your <u>Colour Scheme</u> (Please describe)	
The <u>Atmosphere</u> that you want to create (Please describe)	
Is there anything else which you feel we should know about?	
<u>Comments and/or Drawings:</u>	



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PARTY NAME:					
SECTION 9: SOUND, LIGHTING AND SPECIAL EFFECTS REQUIREMENTS					
<ul style="list-style-type: none"> Items marked with a ✓ are included in the Essential DJ Package Items marked with a ★ or ♥ are optional extras 					
✓	Professional PA System				Yes / No
★	Larger PA System with Sub Woofer Speakers				Yes / No
✓	2 Dance Lights	LED	Laser	Strobe	Yes / No
★	1 Additional Dance Light	LED	Laser	Strobe	Yes / No
♥	Extra Dance Lighting	LED	Laser	Strobe	Yes / No
♥	UV (Ultraviolet) Lights				Yes / No
★	1 Special Effect		Smoke	Haze	Yes / No
♥	Additional Special Effect		Smoke	Haze	Yes / No
✓	1 Wireless Microphone	Handheld	Headset	Lavalier	Yes / No
♥	Additional Microphones	Handheld	Headset	Lavalier	Yes / No
✓	1 Microphone Stand				Yes / No
♥	Additional Microphone Stands				Yes / No
✓	Laser Cut DJ Desk & Trussing Arch for Lighting				Yes / No
✓	Music to be played by the DJ				Yes / No
♥	Karaoke Service with “Elvis” Microphones				Yes / No
♥	Sparkle Drape				Yes / No
♥	Up Lighting Effects				Yes / No
♥	Truss Warmers for Up Lights				Yes / No
♥	Moving Head/Gobo Lights				Yes / No



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PARTY NAME:		
♥	Programmable 3D Laser	Yes / No
♥	Dry Ice Machine	Yes / No
♥	Follow Spotlight	Yes / No
♥	Laptop Computer	Yes / No
♥	Data Projector	Yes / No
♥	Screen for Data Projector	Yes / No
♥	HD TV Video Screens	Yes / No
♥	Custom Slide Show	Yes / No
♥	Sound Support for Live Musicians	Yes / No
♥	Aluminium Lectern Podium with Up Lighting	Yes / No
♥	<u>Other:</u> (Please Describe)	
SECTION 10: SPECIAL REQUIREMENTS/SERVICES *		
Do you require any of the following? (optional extras ♥ subject to separate quotation)		
♥	Standby Generator	Yes / No
♥	Professional Photographer	Yes / No
♥	Professional Videographer	Yes / No
♥	Master of Ceremonies (MC)	Yes / No
♥	Live Musicians	Yes / No
♥	<u>Other:</u> (Please Describe)	
<u>Comments:</u>		
SECTION 11: MUSIC REQUIREMENTS		



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PARTY NAME:	
Please describe the type of music and/or genres that you <u>WOULD LIKE US TO PLAY</u>	
Do you have any type of music and/or genres that you <u>SPECIFICALLY DO NOT WANT US TO PLAY</u>	
Will the DJ be allowed to take music requests from your guests?	Yes / No
Do you have any specific requests and /or songs for the following? <i>(Our DJ will work together with you on this to compile a playlist of your choice)</i>	
Music to be played while the guests arrive and are seated, or enjoy snacks & drinks before the party starts	
Background Music to be played during Starters, Dinner & Desert	
Music for Traditions – Speeches, Birthday, Anniversary etc.	



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PARTY NAME:	
<u>Describe what will be happening:</u> 	Song to be played:
	Song to be played:
	Song to be played:
<u>Describe what will be happening:</u> 	Song to be played:
	Song to be played:
	Song to be played:
<u>Describe what will be happening:</u> 	Song to be played:
	Song to be played:
	Song to be played:
General Dance music (See Appendix 1)	
<u>Comments:</u> 	
SECTION 12: NOTES	



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PARTY NAME:

If you have any questions or need to discuss anything, please feel free to contact us.

The Mixolydian Music Team

Music is not just our business, it's our passion!

Learn More At: www.mixolydian.co.za

The discovery of song and the creation of musical instruments both owed their origin to a human impulse which lies much deeper than conscious intention: the need for rhythm in life... the need is a deep one, transcending thought, and disregarded at our peril. – Richard Baker

Mixolydian Music - where Words fail, Music speaks ...

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APPENDIX 1: GENERAL DANCE MUSIC



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PARTY NAME:	
<p>(Our DJ will work together with you on this to compile a playlist of your choice)</p> <p><i>(A useful rule of thumb to use is 20 songs per hour for playlists, and then add 20%)</i></p>	

Song No.	Artist	Title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		



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Song No.	Artist	Title
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
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36		
37		



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Song No.	Artist	Title
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
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58		
59		



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Song No.	Artist	Title
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		

End/...

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