



# CELEBRATION & PARTY PLANNER

**DATE:**

**TIME:**

**PLACE:**

**GUEST COUNT:**

**HOST(S):**

**NAME:**

**ADDRESS:**

**PHONE:**

**CELL:**

**FAX:**

**EMAIL:**

**THEME:**

**CELEBRATION GOAL:**

**POST PRODUCTION SURVEY  
DATE:**

# SPECIAL ATTENTION REQUIRED

## NOTES:

DECAF

Details: Could you tell me more?

E=Time: How long has this been a problem?

Cost: How much has this cost? What about you personally?

Actions: What have you done to try to fix it? That worked?

Feeling: How does that make you feel?

Possible Issues to review?

Spending quality time with your guests?

Getting unbelievably effusive thank you cards from your guests?

Calls from friends or customers wondering when and where your next soiree is going to be?

Guests staying right to the end of the party? They don't leave the party early do they?

Being the talk of the town? Your name is synonymous with a great celebration isn't it? It can't get any better can it?

Being outdone by the Joneses? Who says you don't love your daughter? A lot?

## WHAT COULD GO WRONG THAT MIGHT RUIN YOUR EVENT?

## DIET/ALLERGIES:

## MOBILITY:

## LANDSCAPE:

## ROOM TURNOVER:

## PERMITS:

**WE ARE CELEBRATING**



**HOW WILL WE DEFINE  
SUCCESS?**

# OUR THEME IS



# SPECTACULAR VENUE(S)



## CASTING:

Who are the important members of your family or organization that will be performing roles before during or after the celebration?

What roles will they play?

[Review the summary pages at the back for a list of items that will help stimulate conversation on how to fill these important roles.]

On Stage Roles?

Guest of Honor?  
Master of Ceremonies?  
Host & Hostess?

Off Stage Roles?

Celebration coordinator?  
Go for?

Weddings of course have a complete and complex list:

Bride & Groom  
Best Man  
Maid of Honor  
Groomsmen  
Brides Maids  
Ushers  
Flower Girl  
Ring Bearer(s)  
Parents of the Bride  
Parents of the Groom  
Master of Ceremonies  
Guest Speakers  
Etc.

## CAST MEMBERS

## **GUEST LIST:**

Who are you going to invite to this celebration?

Why?

Who are you not going to invite?

Why?

How are you going to invite them?

Will this be a formal invitation process or a casual invitation process?

Do you have any samples from past events?

How do you track and manage your guest list?

RSVP?

How do you track your RSVPs?

Have you thought about how your invitation is going to be received?

Do you have any ideas that will help ensure a high level of RSVPs?

What have you done before?

Worked?

Could be better?

Who is doing all this work?

How much time and effort will it require?

# **WE'RE INVITING**

## **VIP'S**

## LAYOUT:

### How Many Tables?

When calculating with round tables in a room, you need to "square off" the room measurements. Taking into account the amount of space needed for seated guests as well as space needed for aisles between the tables, yields the "linear feet" needed for each table. Here is the linear footage needed for banquet rounds:

60 " rounds: 10 linear feet per table seats 6 to 8.

66 " rounds: 10.5 linear feet per table seats 8 to 10.

72 " rounds: 11 linear feet per table seats 9 to 11.

Now that you know how many tables fit into a room, determine how many people you want per table. For this example, 10 people will very comfortably fit a 72 " round.

Simply multiply the number of tables in the room by the number of people you wish to put at each table: 63 (total 72 " tables in room) x 10 (people per table) = 630 (total people banquet-style)  
When dancing and entertainment is to be included, a little extra work is necessary to determine the actual clear seating area after you have accounted for the dance floor and risers. Fortunately, rarely is everyone on the dance floor at exactly the same time.

We must also take into account where the buffet tables, cake table, bar and so on will be. If you have extra tables and/or props these also need to be included in the room layout.

# FLOOR PLAN

# DÉCOR



**DISPLAYS:**

**CENTERPIECES:**

**SET-UP TIME:**

**BREAK DOWN TIME:**

## PLACE SETTINGS

What type of place settings?

Silverware?

Glassware?

Plates?

Paper/Plastic Products?

**BAR:**

**BEVERAGES:**

**APPETIZERS:**

**DESSERT:**

## **PROGRAM:**

~ Act One ~

Valet Parking.

Greeting at the door.

Coats and wraps taken.

Guests are presented with the program for the evening and introduced the Ice Breaker event.

On the way to the Ice Breaker unique event sites are pointed out for the guest.

~ Ice Breaker event ~

Beverage service.

Ice Breaker concludes.

M/C welcomes and thanks the guests, reviews the reason for celebrating & announces result of Ice Breaker.

Guests are invited to partake in the main event of the evening.

~ Act Two ~

Dinner is served

Memories are created through art of serving dinner.

Beverages are served.

Desert is presented.

M/C makes remarks and introduces the main speaker.

Guests are asked to respond.

Toasts given and received.

The hostess is recognized, thanked and feted.

After dinner drinks are served and the guests are invited to retire to the presentation hall.

~ Act Three ~

Entertainment

Dancing

Karaoke

As guests leave, their coats and wraps are retrieved along with a parting gift.

Valet parking

# **YOUR CELEBRATION PROGRAM (INCLUDE SPECIFIC TIMES FOR EVERYTHING)**

**DO WE PERFORM THE...  
CAKE CUTTING:**

**WINE CORKAGE:**

**CHAMPAGNE TOAST:**

# THE WARM UP



**TIME:**

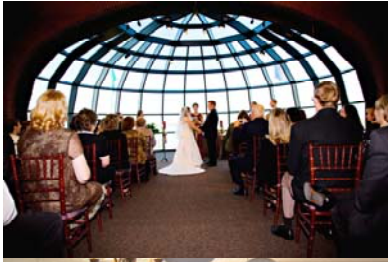
**CAN WE PRE-SET ANYTHING?**

**HOW WE SEAMLESSLY TRANSITION TO ACT TWO**

## **TRANSITION:**

Timing, content and a chance to build a memory, it is all about the segue to effect a smooth transition between the three acts of your celebration presentation. Careful planning and thoroughness up front finding out what are the important elements of the celebration. Lets us smoothly transition form one act to the next act. An effective and well prepared MC is worth his weight in gold at times like this.

# THE MAIN EVENT



**TIME:**

**HOW WE SEAMLESSLY TRANSITION TO THE FINALE**

## **TRANSITION:**

Humor and emotion are the tools a great MC uses to etch a memory into your guest's mind. The hallmark of a truly memorable event is the number of emotional connections that are made through the course of the celebration and your MC can be the architect and builder of a spectacular event if given the opportunity to tie just a few emotional threads together.

# THE FINALE



**TIME:**

## **CARRIAGE:**

How are your guests going to get to the celebration, is there anything you can think of that would create a magic moment during the necessary transportation phase prior to celebrating?

## **ARRIVAL EXPERIENCE:**

Celebrating = entertainment, with live audience participation. Can we WOW your guests from the front door and entertain them until they get home at the end of the night? You are going to be known as Mr/Mrs Entertainment.

## **GREETING ENCOUNTER:**

Many times people are uncomfortable arriving at a celebration, especially if one or more or even all of the group arriving is not intimate with the host(s). So the possible emotional states are fear, discomfort, awkwardness, shyness and emotions that create distress. Your celebration is not about distress is it? No, it is about joy, love, success, fun, friendship and family. Let's set the right tone with tools and techniques that help move your guests from their discomfort zone right into the comfort zone as soon as we can with a great greeting encounter.

# **TRANSPORTATION**

## **ON ARRIVAL**

## **WELCOMING YOUR HONORED GUESTS**

**IT'S BEEN A PLEASURE**



**DEPARTURE:**

**LET'S CREATE A MEMORABLE DEPARTURE EXPERIENCE**



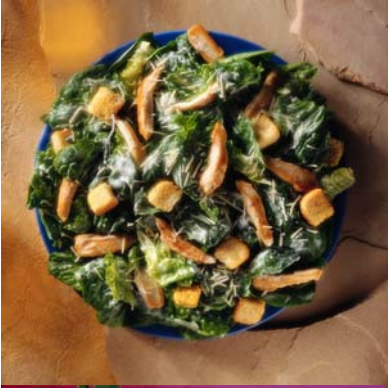
# AMAZING APPETIZERS



**INGREDIENTS:**

**PREPARATION:**

# SPECTACULAR SALADS



**INGREDIENTS:**

**PREPARATION:**

# EXQUISITE ENTRÉES



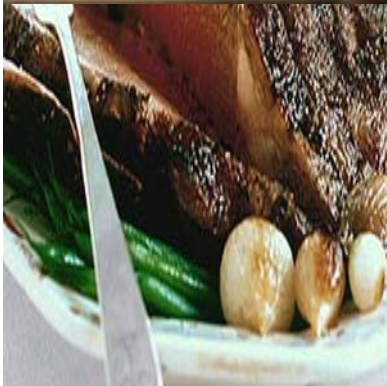
**INGREDIENTS:**

**PREPARATION:**

# SIGNATURE DISHES



**INGREDIENTS:**



**PREPARATION:**

## SPECIAL CUISINE



**INGREDIENTS:**



**PREPARATION:**

# DECADENT DESSERTS



**INGREDIENTS:**

**PREPARATION:**



**ELEGANT WINES**



**COCKTAILS & BAR**



**NON-ALCOHOLIC**



**BREWED BEVERAGES**



**APRÈS ENTRÉE**

**GARNISHES**

## ENTERTAINMENT PROGRAM:

Celebration is all about being entertained. Your entertainment can be modest and very effective. Or it can also be very, very extravagant and unbelievably spectacular. The level for your entertainment program should be commensurate with your celebration goals and you should budget accordingly. What type of memorable statement do you want to make? Can you see how you could emotionally connect with your guest through the right kind of entertainment? What do you hear when you think about this celebration? How does it make you feel? What kind of feeling do you want your guests to experience? Do you have any idea how to achieve that goal?



# ENTERTAINMENT

# ENTERTAINMENT



**SPECIAL EFFECTS**



**TIME:**

# CELEBRATION PARTNERS



**TECHNICAL:**

What unique challenges or hurdles have to be overcome so we can create a flawless celebration Presentation?

Are there special requests or special considerations that need to be dealt with?

Are there any third party schedules that need to be managed by Emerald Bay?

What are our behind the scenes – OFF STAGE operational instructions?

Is security or confidentiality an issue or concern? What are our responsibilities in that regard?

What are we doing to manage noise?

What is our site management plan and what are our responsibilities?

What are we doing to manage crowds and ensure public and private safety?

Police?

Fire?

First Aid?

Electricity?

Water?

Internet?

Special Effects?

Codes and Access Times?

**TECHNICAL DETAILS**

Sometimes when emotions run high, especially mixed with alcohol, we can encounter challenging situations.

What would you like us to do if we feel that a guest is mistreating our staff or another guest?

Should we card young people at the bar?

What would you like us to do if individuals consume too much alcohol?

**CHALLENGING SITUATIONS**

**GENERAL:**

**STAFF:**

**BAR:**



*Dear Ferndale Event Center,*

*Thank you so much for making our wedding a such a memorable day. My husband and I could not believe how beautiful everything was. It was the wedding I had always dreamed of, and when it finally came true I couldn't help but break into tears! We were all so pleased and I know that we will all remember that day like it was yesterday for the rest of our lives!*

*Love,*

*Sarah and Dan*



**MEMORIES YOU CAN SAVOR**

**EXPERIENCE  
AUDIT:**

**INVITATION:  
PUBLICITY:  
RSVP:  
ACCEPTANCE:  
DECORATION:**

**CARRIAGE:  
ARRIVAL:**

**GREETING:**

**PROGRAM:  
ACT ONE:**

**TRANSITION:  
ACT TWO:**

**TRANSITION:  
ACT THREE:**

**FAREWELL:**

**DEPARTURE:  
CARRIAGE:  
HOME:  
DISMANTLE:  
CLEAN UP:  
THANK YOUS:  
FOLLOW UP:  
MEMORIES:**

**NEXT ONE:**

# **SUMMARY**

# CELEBRATION PARTNERS

**VENUE:**

**PRINTER:**

**CLOTHIER:**

**COSTUMES:**

**ENTERTAINMENT:**

**SPECIAL EFFECTS:**

**PHOTOGRAPHER:**

**VIDEOGRAPHER:**

**SET DECORATOR:**

**LIMO SERVICE:**

**FLORIST:**

**CATERER:**

**BAKER:**

**BEVERAGES:**

**PARTY RENTALS:**

**LINENS:**

**PUBLICITY:**

**CONCIERGE:**

**TRAVEL AGENT:**

**CARRIAGE:**

**AIRLINE:**

**HOTEL:**

**SPECIAL  
REQUESTS:**

**WEBCAST:**

# PRESS RELEASE



**WE TYPICALLY SUGGEST FOLLOW UP  
APPOINTMENT:**

**WHEN WOULD BE A GOOD TIME TO  
MEET NEXT:**

**WOULD YOU LIKE A FOLLOW UP  
EMAIL OR CALL**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**FERNDALE** **EVENTS**  
**CENTER** 

5715 Barrett Road, Ferndale, WA 98248 (800) 449-4393 [www.ferndaleeventcenter.com](http://www.ferndaleeventcenter.com)