DANCE
PARTY
EXPERIENCE.COM
®

# Hey!

Pop open some cheeky prosecco, play some uplifting tunes and let's have some fun organising an unforgettable party! Read through our 3 step guide of tips & tricks to organising a successful and stress free event.

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# START PLANNING EARLY

- For stress free party planning start as soon as you possibly can. We suggest 4-6 months in advance. Use a spreadsheet or notebook to record all the details in one place.
- Gather your guestlist so you have an idea of party numbers, as some activities have minimum or maximum booking requirements.
- Budget is THE most important thing to decide on. Before researching into locations and activities, you need to know your budget per person. We suggest adding 10% to your total budget as a contingency fund.
- Money saving suggestion - Booking an independent company like Dance Party Experience saves you agents fees/commission.
- Confirm a suitable party date and location. Limit to 2-3 options and go with the majority.

*Top tip* Don't ask open ended questions

# MAKE IT PERSONAL



- To create a memorable event look at the finer details, make it personal,  what are her favourite things? When we are helping our customers to plan their dance parties we ask, “What's her favourite nostalgic movie?”,  “Who were her favourite pop bands?”, “What song does she go wild for in the clubs?”. Creating a dance party around these themes make it a unique and personalised experience. They will really appreciate that so much thought was given.

- Now you have personalised party ideas, research interactive activities (like a Dance Party Experience) that help to connect and bond people together to create an unforgettable event that your special person will love.

*Top tip*

Set a payment date which is in advance of when the money is actually due.

# COMMUNICATION

- Keep the communication tone super friendly to create a sense of fun and excitement.
- Limit the amount of emails. Be sure to gather all of the information into one clear and concise email that lays out the itinerary and specific details like payment amounts and due dates, this will avoid confusion.
- Once you have finalised your event details and guest list, produce a document which includes the full itinerary (Date, timings, location/addresses, activities, travel, accommodation and point of contact) and share it with your guests.
- Carry out your final event organiser checks on all activities and confirmed reservations to make sure the day runs smoothly, so you can party too!
- Touch base with your group in advance of the day, get them excited and reconfirm the meeting point, date & time. (Reattach your itinerary document).

We hope this 3 step guide is helpful in planning your event. We have lots of party activities on our website and would love to celebrate with you.

All our love,

*Penelope & Michelle xx*

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