



# EVENT PLANNING GUIDE

CREATED BY METRO MOUSE



## 1. THE SPACE / NUMBER OF GUESTS

Bigger is not necessarily better. Smaller parties can really bring the atmosphere. When you look at your yard or venue you may think that you can only fit lets say 50 people, but the reality is we have found that most hosts underestmmate how many people the yard or venue can fit.



## 2. UNDERCOVER

Having the DJ undercover creates a closed off dance floor feel, which is intimate and encourages dancing. It also protects the DJ and the attendees from the rain. Even if it looks like it will be a sunny day, an undercover Dance Floor is well worth it.



## 3. DJ

Having a DJ Can be a great addition to the event. It is easy to find a cool spot for a DJ up on a balcony or on a grande stage faw away, however, we have found having the DJ as close to the dacne floor as possible is the best way to make sure everyone is involved and dancing.



## 4. LIGHTING

Having nice ambient lighting and coloured lighting on the dancefloor is a good way to get everyone dancing. The addition of a smoke machine can help make the lights stand out more.



## 5. NOISE COMPLAINTS

It is a common misunderstanding that you cant get a nposie complainy before 10pm. This isn't true, you can actyually be hit with a nosie complaint ay any time, even in the day! What we do to counter this is start off with the music at a lower volume and bring it up throughtout the night, so you do noy spoilt the party early and have a complaint before everyone gets into it.



## 6. COVID

Creating a simple QR code for check in to keep track of guests who attend for covid 19 safety is an easy to do simple solution to stay covid safe. If you ask us before an event, we will create one, print it and bring it along for the front of your event free of charge.



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