

# A Classic Hawaii "MC" Party Outline

From the upcoming "Great Hawaii Party Source" (© 2012 by Mike Ching)

**A Reference for the Host & MC This suggested outline may be adapted for most special events.**

## ROOM SET-UP

\* Decorations & Room set-up \* Open Room

## DOORS OPEN: RECEPTION HOUR (COCKTAIL HOUR)

- \* Begin "Atmosphere Music"
- \* Welcome arriving guests
- \* Bar Service & Pupus available

\* Amusements for kids: Games, Strolling Characters, goodie bags ect..

## WELCOME ANNOUNCEMENTS

"Aloha everyone!

Thank you all for being with us to celebrate (event) \_\_\_\_\_.

I'm \_\_\_\_\_.

Please find your seats and get comfortable as we'll be starting our meal service shortly."  
(Point out Bar & Pupus, Parking Validation table and Restroom area)

## INVOCATION / BLESSING

(Opening Prayer by Pastor, Close friend or family member)

## FOOD SERVICE ANNOUNCEMENT

(If a Buffet, describe how the tables will be set up:

By Captains notice, Head tables first, Oldest/Youngest first, by table number, "Go Eat!", other)

## FOOD SERVICE

(Accompany with live or recorded music)

## PRE-PROGRAM ANNOUNCEMENTS

(Begin approx. 45 min. from when the last people were served, or when most adults are beginning to finish their meals. Introduce child's parents, family members and out-of-town guests)

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(Thank "helping hands", with decorations, pupus, bar, games, set up, centerpiece makers ect.)

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(Special thanks to Babysitters and Grandparents)

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(Food, Pupus and Bar will remain available until \_\_\_\_\_)

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"In a few minutes we'll be starting our entertainment program."

(Describe Program: Uncle Jessies' recollections, Slides, Video, Magician, (humorous) anecdotes ect.)

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"After that, we'll be singing "Happy Birthday" so we invite you to relax and get comfortable."  
(Point out restroom locations again. Allow 5-10 minutes comfort time)

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## ENTERTAINMENT

(Introduce Entertainer(s). At the conclusion enter stage immediately to lead applause)

## "HAPPY BIRTHDAY" SONG

(MAKE SURE CANDLES & LIGHTER / MATCHES ARE ON HAND!) Gather Birthday child & kids around cake. (Photo Op)

Invite people with cameras up front. Have someone lead song and lead applause at conclusion. Cut & Serve cake.

Kids will begin to play. Distribute favors or "Goodie bags" Optional: More organized games or Pinata may go here)

## Optional: CENTERPIECE GIVEAWAY

"We'd like to thank \_\_\_\_\_ for helping create the beautiful centerpieces. We'll be giving them away by-" (describe game) Oldest person, youngest person, same birthday, chair marker, "Hot Potato" ect.

## CLOSING MAHALO

(Immediate Family members may gather up front for personal thanks & sentiment.)

"Thank you all for taking the time to celebrate with us! (family expresses thoughts) ..Please drive safely, and until we meet again... Aloha!

(Remind them of parking Validation. Optional: Continue with dance band, Disco or Karaoke)

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# "Success Tips for Hawaii Parties!"

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## Avoid these Common Party Mistakes!

### \_\_ Music is Atmosphere

Very important! A party without music always seems to be missing something. Music should be heard from the time your guests enter the room.

Bring along a CD or Cassette player and music suitable to the event. (If uncertain, it's almost impossible to go wrong with CONTEMPORARY HAWAIIAN for occasions like 1st Birthdays, Yakudoshi, Anniversary ect.)

Personalize your selection with favorite music of the celebrant. Music from popular children's' shows and movie soundtracks (1st Birthday & Kid parties), or tunes from the era of your high school days or from the time the Anniversary couple were courting. As long as you have a "live" microphone handy, you can "Mic-up" a small CD/Cassette player by placing the Mic a comfortable distance from the speakers.

### \_\_ More Sound tips:

\* **SOUND SYSTEM FOR MUSIC & ANNOUNCEMENTS:** If your venue doesn't have a microphone system, locate a friend or relative with one, even if it's a larger Karaoke system. In a party full of talking people, it can be difficult to be heard for important announcements!

\* If you have no music you can often tap into the "House music" of many catering rooms and banquet halls.

\* Another option is to mic-up a radio tuned to an appropriate music station. Choose a station without too much talk or commercial time. (Especially appropriate for home/backyard parties).

### \_\_ Birthday Cake? Don't forget Candles-Matches-Lighters & Cut/Serving knife!

Not all Bakeries supply candles & matches with cake. Be sure to ask when you pick it up. (Tip: Candles are cheaper at Longs!)

### \_\_ Communicate with Entertainers

It is extremely helpful for all involved if music people are made aware that other performers will require space. they can then make sure immovable items are not be placed out front & center, and save work & stress for everyone.

For example; Hula, Keiki Hula, Magic, juggling, Puppeteers or any Dancers are primarily VISUAL acts. Not being able to SEE them can really frustrate an audience. Often bands or Discos arrive very early to set up. If unaware of other performers they may spread equipment out over the entire playing area, leaving insufficient space for others on stage.

### \_\_ Last Minute "Fallout"

Be aware that a party with 100 percent attendance is the exception, not the rule. It's not uncommon to experience last-minute no-shows because of fatigue, illness, extreme traffic or weather. Knowledgeable party givers often do a "call-through" of guests a couple days prior to party time just for this reason. TIP: Don't let it throw you, it's more common than you know.

### \_\_ Meal Timing

Timing your party meal is actually somewhat predictable. From the time the last person is served (or leaves the buffet line) it usually takes 40-50 minutes until adults will begin to finish and are ready to turn their attention to the next thing on your program. (Kids will always finish earlier, taking about 20-25 minutes to eat, then they'll usually get up and play). A tip: Always have music playing during dinner hour.

### \_\_ Children's Games & amusements

Looking for ways to amuse kids as they arrive, or after the Birthday cake is served?

These are some popular games and activities: Musical Chairs, Pinata, Hot Potato, Pin the Tail, Scribble table (pages from coloring books glued to a large paper roll taped to table tops. Give kids crayons to color & sign it), Strolling Costumed characters can be popular. Some costumes can be purchased at larger costume/party shops for less than it costs to rent. Costumes are often worn by friends or relatives. They shake hands, pose for poloroid pics and help pass out goody bags. You can find many great activity ideas in party books from Borders Books, Libraries or Party shops. Listed below, our game rentals include delivery, setup & removal. Ranking high in customer satisfaction, you can see them on our website under "GAMES & ATTRACTIONS".

1. Ring Toss \$100.00 (over 5' tall, colorful "Kung Fu Panda" design)
2. Beanbag Toss \$100.00 (over 5' tall, "Curious George" image)
3. Fish Pond \$100.00 (over 5' tall. screen-on-table style for comfortable seated operation! Complete with Aqua table drape & 2 Poles with ringing bells)
4. Basketball Toss \$100.00 (VERY popular! Adjusts from 3' to 5' tall. Uses lightweight inflated vinyl basketballs.)
5. Tattoo Booth \$150. (REALLY COOL Decor! 7' tall. w. Huge selection temp. tattoos (apply w. water).

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