



TORONTO & THE GTA · 2026 SEASON

THE COMPANY HOLIDAY PARTY PLANNER

A DJ's timeline, run of show and checklist for the office manager who just got handed the party.

BOOKING TIMELINE

September to
December

RUN OF SHOW

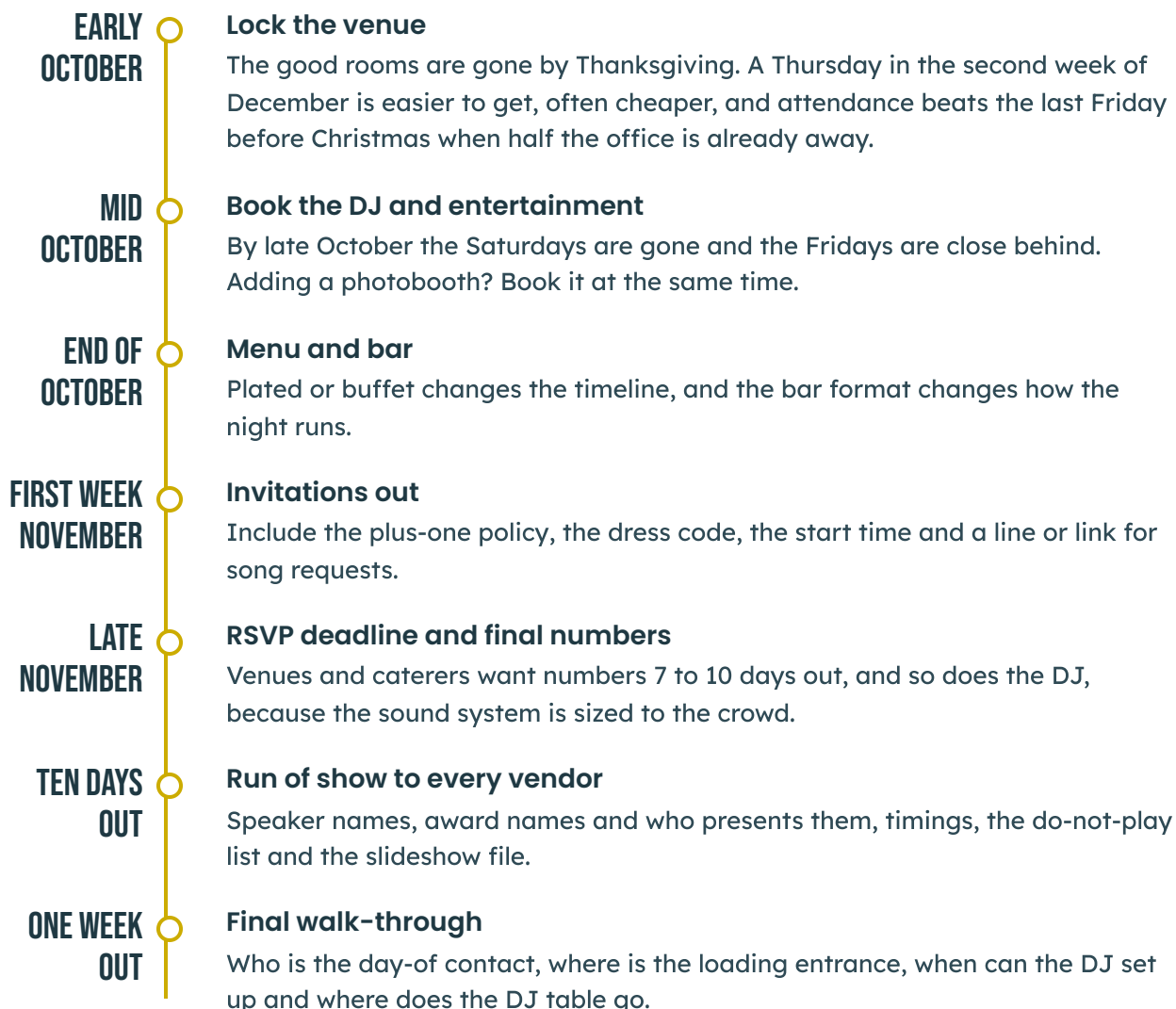
The five-hour party, minute by
minute

CHECKLIST

13 things to tick
off

THE TIMELINE, COUNTING BACK FROM THE PARTY

December Fridays and Saturdays in Toronto go first. Every DJ company in the city has the same fifteen or so December dates to sell. Work backwards from the party and the pressure disappears.



VENUE TYPES, AND WHAT EACH MEANS FOR SOUND

The room decides more about the night than the playlist does. Here is what we plan for in each kind of room across Toronto and the GTA.

Hotel ballroom

Big, carpeted and quiet, which makes it easy for sound. The trade-off is logistics: loading docks, service elevators, a set window for setup, and sometimes a rule that speeches go through the house AV.

Banquet hall

Built for parties: a dance floor, a stage, power where it should be and staff who have seen a DJ before. Many are in Vaughan, Mississauga or Whitby, so plan for guests who are driving, and for those who are not.

Restaurant private room

Warm, easy and the food is good. The catches: a house sound system you may not be allowed to bypass, a music curfew (often 11 p.m.), very little floor space and setup only after lunch service. Good for 60, hard for 150.

Golf club clubhouse

The course is closed in December but the clubhouse is open and usually underbooked, with big rooms, easy parking and flexible staff. Popular in Durham and York Region. Sound carries, so the dinner set needs care.

Brewery or industrial space

Concrete, high ceilings, glass and steel, which adds up to echo. Speeches need a careful mic setup and speaker placement or nobody past the third table hears the CEO. It is also cold near the door in December.

Office atrium or your own space

No venue cost, but a longer list of catches: vendor sign-in, an elevator load-in, a glass room that echoes, no real dance floor and neighbours who did not sign up for a party. Check building hours and rules on amplified sound.

The rule that saves most nights: whatever the room, the caterer and the DJ need to be working from the same timeline. The floor opens after dessert is served, not before.

THE RUN OF SHOW FOR A FIVE-HOUR PARTY

A 6 to 11 party with dinner, speeches and awards. Someone has to hold this schedule, and it should be the MC, not the organizer who is also supposed to be enjoying the party.

5:00	DJ arrives, sets up, tests the mics and the slideshow with the projector.
6:00	Doors. Cocktail hour with background music at a talking level. This is where the photobooth earns its keep, because people have a drink in hand and nothing to do yet.
6:50	MC asks everyone to find a seat. This takes ten minutes, so start ten minutes before you want them seated.
7:00	Welcome from the CEO or a senior leader. Two minutes, not ten. Then dinner is called.
7:05	Dinner until about 8:15. Music stays under conversation.
8:15	Speeches and awards , twenty minutes with a hard cap. The MC introduces each presenter, reads the award, cues a short walk-up song, and gets the winner to the front and back to their seat. Five awards at four minutes each is twenty minutes. Ten awards at four minutes each is a problem.
8:40	Raffle or door prizes. Five minutes. Read the ticket numbers twice.
8:45	The first dance song. The MC invites the leadership team to the floor first, because people wait to see if it is allowed.
8:45	Dancing until 10:55, with the late-night snack timed for the natural dip around 10:15.
10:55	Last song, announced as the last song.
11:00	Music off. Lights up.

Food timing versus dancing. Buffets take longer than plated: allow 75 minutes for 150 people. Plated dinners run tighter but the speeches have to fit between courses, so the MC and the kitchen need a signal. Bar last call is usually 15 minutes before the music ends. Tell the DJ, so the announcement and the last song line up.

THE PLAYLIST QUESTION, AND THE ROOM

REQUESTS

Collect them on the invitation. You will get about 40 songs, half of them workable, and your DJ builds around the workable half. On the night the DJ takes requests too, but with judgement, because the person asking for a nine-minute prog rock track at 9:30 is not thinking about the other 140 people.

THE VETO

Someone senior will have songs they do not want to hear. Get the list in writing before the party and give it to the DJ, who will honour it without announcing it.

WHAT FILLS A CORPORATE FLOOR

Familiar songs from more than one decade, played in short runs so nobody waits long for their era. Group songs people can do badly together. Choruses everyone knows. A corporate floor in Toronto ranges from 24 to 64 and spans half a dozen musical cultures, and the DJ's job is to serve all of them in turn.

HOLIDAY MUSIC AND CLEAN EDITS

A few holiday songs during cocktails and dinner, one or two on the floor if the room wants them. A full night of it empties the floor. Clean edits are the default; nobody has ever complained that the holiday party was too clean.

SEATING

Nobody with a hearing aid should be seated next to a speaker. Tell the DJ where the quiet tables are and the speakers will point elsewhere.

VOLUME AT DINNER

Music sits under conversation. If people are leaning in to talk, it is too loud, and the DJ should be the one watching for that.

A ROUTE TO THE FLOOR

If a colleague uses a wheelchair or a walker, the dance floor should be reachable without stairs, and cable runs ramped or taped along walls.

LIGHTING

Strobe and fast-moving effects are a problem for some guests. Up-lighting and slow colour washes are the safer choice.

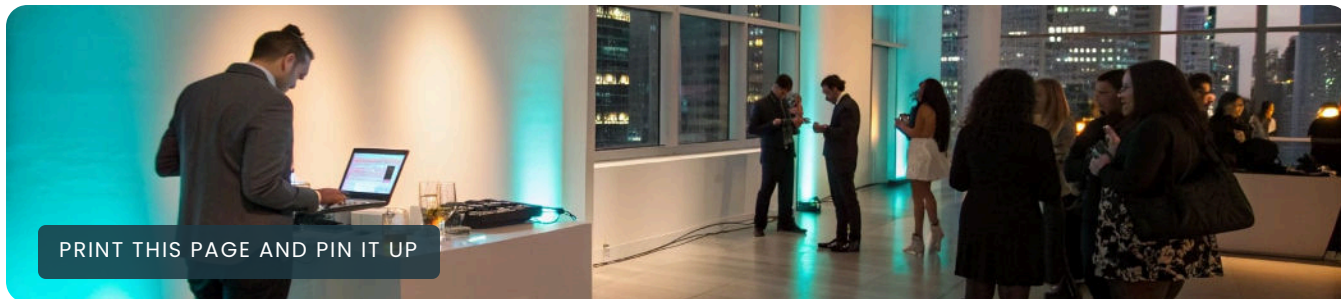
A QUIET SPACE

A corner or a second room where the music is faint. Somebody will need it.

NOISE RULES

Venues have curfews, buildings have neighbours and Toronto has a noise bylaw. Confirm the end time for amplified music in writing and plan the last song around it.

THE CHECKLIST



PRINT THIS PAGE AND PIN IT UP

- ☐ Venue booked by early October
- ☐ DJ and photobooth booked by mid-October
- ☐ Invitations out first week of November, with a song request line
- ☐ Final numbers to venue, caterer and DJ 7 to 10 days out
- ☐ Run of show sent to every vendor: speakers, awards, presenters, timings
- ☐ Do-not-play list from leadership, in writing
- ☐ Slideshow file to the DJ two days ahead, tested on site
- ☐ Wireless mic count confirmed for speeches and awards
- ☐ Caterer and DJ agree on when dessert is served and when the floor opens
- ☐ Seating plan and lighting preferences given to the DJ
- ☐ Amplified-music end time confirmed with the venue
- ☐ Day-of contact named, with a phone number, for every vendor
- ☐ Certificate of insurance sent to the venue if they ask



RATHER HAND THE SCHEDULE TO SOMEONE WHO HAS **RUN IT BEFORE?**

Legendary Sound provides the DJ and MC for company holiday parties across Toronto and the GTA: sound sized to the room, a wireless mic that works when the CEO stands up, an MC who keeps the agenda on time, and a floor that fills. December dates go by mid-October.

GET A QUOTE FOR YOUR PARTY

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Web

legendarysound.ca/corporate-dj-services/

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