EVENT PLANNER

General Information

Event Date: _____/_____/_____ Event Time: _____:_____ (AM / PM) Number of Guests: _____

Venue Name:_____

Venue Address: _____

Event Coordinator: _____ Contact Number: _____

At what time can we gain access to the Venue? _____:_____ (AM / PM)

How would you like your DJ attired?

_____ Formal (Tuxedo)
_____ Semi Formal (Suit)
_____ Casual

Is there a theme for your event? (Yes / No) _____

Dinner

Approximated Time: _____:_____ (AM / PM)

Dinner Style: _____ Plated ____ Buffet _____ Hors d'oeuvres

Last Call

Event End Time: _____:_____ (AM / PM) Last Song of the Night:_____

Announce 15 Minute Warning for Photo Booth? (Yes / No) Time _____:_____ (AM / PM)

Announce Shuttle Times? (Yes / No) Time _____:_____ (AM / PM)

Announce Last Call for Alcohol? (Yes / No) Time _____:_____ (AM / PM)

Song Requests: Please circle the genres of music that you would like played.

Is it okay to take song requests from the guests? (Yes / No)

If a song is killing the dance floor, can the DJ fade out the song, even if it is a request from the guest? (Yes / No) From your playlist as well? (Yes / No)

Primary Song Requests   Do Not Play Songs

1. _____   1. _____

2. _____   2. _____

3. _____   3. _____

4. _____   4. _____

5. _____   5. _____

6. _____   6. _____

7. _____   7. _____

8. _____   Only By Request Songs

9. _____   1. _____

10. _____   2. _____

11. _____   3. _____

12. _____   4. _____