

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF AFFAIR: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mail Request Sheet 2 weeks before affair to insure receipt.

### EVENT PLANNING & REQUEST SHEET

In order to personalize your party and to ensure your satisfaction on that special day, please complete this form and return it to us **as soon as possible and no later than 2 weeks prior to the affair** to insure receipt. Please understand that every effort will be made to fulfill each request, although time restraints may make it impossible to honor every request. Most important requests highlighted on this sheet will be honored first, with requests by event guests honored as time allows. **\*\*Please be advised that DJ will not play songs requested which contain obscene lyrics or connotations; if no clean edit of a song is available, that request will not be played.\*\***

**Type of Music Desired: (please check or circle all that apply)**

Rock \_\_\_\_\_ Disco \_\_\_\_\_ Oldies \_\_\_\_\_ Motown \_\_\_\_\_ Rap/R&B \_\_\_\_\_ Club \_\_\_\_\_

Dance \_\_\_\_\_ Top 50's \_\_\_\_\_ Jazz \_\_\_\_\_ Big Band \_\_\_\_\_ Ballads \_\_\_\_\_ 80's \_\_\_\_\_

Alternative \_\_\_\_\_ Reggae \_\_\_\_\_ Country & Western \_\_\_\_\_ Other \_\_\_\_\_  
(PLEASE SPECIFY)

Classical \_\_\_\_\_ Let DJ decide best music mix for the party \_\_\_\_\_

Polkas \_\_\_\_\_ Polish \_\_\_\_\_ Italian \_\_\_\_\_ Irish \_\_\_\_\_ Jewish \_\_\_\_\_ Greek \_\_\_\_\_

Latin \_\_\_\_\_ Portuguese \_\_\_\_\_ Other \_\_\_\_\_

**Favorite Artists:**

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_
- 7. \_\_\_\_\_ 8. \_\_\_\_\_
- 9. \_\_\_\_\_ 10. \_\_\_\_\_

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**Favorite Songs:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**Please use other side (if needed) to complete !!!**

**ABSOLUTELY MUST PLAY:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**ABSOLUTELY DO NOT PLAY:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**\*\*Sometimes a client will request that a particular song not be played, but on the day of the event, one of the party guests requests that song. Should DJ:**

\_\_\_\_\_ **Not play that song under any circumstances**

\_\_\_\_\_ **Play that song only if one of your party guests specifically requests it**

\_\_\_\_\_ **Ask permission from client on day of event if a request for that song has been made**

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## BRIDAL SHEET

From years of entertaining, we've found that organization is the key ingredient of all successful events. And to help you coordinate a perfect party, we've outlined some important elements for you to consider. With this information, your entertainer will be fully prepared to conduct your party/event in a smooth, polished and professional manner.

Bride's Parents \_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: : \_\_\_\_\_

Groom's Parents \_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: : \_\_\_\_\_

1st Brides Maid \_\_\_\_\_ Escorted By \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

2nd Brides Maid \_\_\_\_\_ Escorted By \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

3rd Brides Maid \_\_\_\_\_ Escorted By \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

4th Brides Maid \_\_\_\_\_ Escorted By \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

5th Brides Maid \_\_\_\_\_ Escorted By \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

Jr. Brides Maid \_\_\_\_\_ Escorted By \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

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### BRIDAL SHEET continued

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

Maid Of Honor

Matron Of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

**Bride & Groom** \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

**Additional Introductions (Family Members) or Other :**

If you wish to introduce guests in couples, please write both names on same line as you want them to be introduced:

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

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## BRIDAL SHEET continued

### SPECIAL DANCES

**BRIDE and GROOM First Dance:** \_\_\_\_\_  
(Song Title - Artist)

Would you like a separate bridal party dance, or join in first dance ?    Separate    Join In    None

If separate (name of dance & song title/artist): \_\_\_\_\_

**BRIDE and FATHER dance:** \_\_\_\_\_  
(Song Title - Artist)

**GROOM and MOTHER dance:** \_\_\_\_\_  
(Song Title - Artist)

**Notate here if any of the Guests of Honor cannot dance due to illness or any other extenuating circumstances:** \_\_\_\_\_  
\_\_\_\_\_

### TOASTS

Who will deliver the toast, invocation, grace?

Toast (s): \_\_\_\_\_

*Phonetic Pronunciation:* \_\_\_\_\_

Grace or  Invocation: \_\_\_\_\_

*Phonetic Pronunciation:* \_\_\_\_\_

**Should person(s) giving the toast be  introduced , or simply  handed the microphone?**

**After major toast(s), do you want the MC to ask if anyone else wants to say something to the Bride & Groom or offer a toast?   Yes    No**

**After toast(s), do you want the MC to ask if the Bride & Groom have anything to say?**  
Yes    No    Near end of reception

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**OTHER SPECIAL MUSIC SELECTIONS**

**Cake Cutting:** \_\_\_\_\_  
(Song Title - Artist)

**Dollar Dance:** YES  NO  \_\_\_\_\_  
(Song Title - Artist)

**Will you be performing the bouquet/garter toss ?** YES  NO  MAYBE

**Bouquet Toss:** \_\_\_\_\_  
(Song Title - Artist)

**Garter Removal:** \_\_\_\_\_  
(Song Title - Artist)

**Garter Toss:** \_\_\_\_\_  
(Song Title - Artist)

**Garter/Bouquet Catcher's Routine:** \_\_\_\_\_  
(Song Title - Artist)

Please include any additional information about the Bride & Groom, their family, or guests that would enable us to create a more memorable affair (nicknames, hobbies, out-of-town guests, couples celebrating anniversaries, couples planning on getting married, etc. - use your imagination!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please choose your preference:

\_\_\_\_\_ I want DJ to be a party motivator and try to get everyone involved

\_\_\_\_\_ I prefer the DJ to blend into the background, and take a more subtle approach in directing the party

Do you wish to have D.J. give table centerpieces away? YES  NO  MAYBE

Does caterer allow dancing between courses of meal ? YES  NO  MAYBE

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**COCKTAIL HOUR**

Will there be a cocktail hour? YES  NO

Is cocktail hour in same room as party? YES  NO  MAYBE

**Cocktail Hour music preference:**

Festive \_\_\_\_\_ Instrumental \_\_\_\_\_ Easy Listening \_\_\_\_\_ Jazz \_\_\_\_\_ Swing \_\_\_\_\_

**Type of music to use for INTRODUCTIONS:**

**SONG TITLE:**

\_\_\_\_\_ Laid-back and breezy (such as Easy Listening instrumental, etc.) \_\_\_\_\_

\_\_\_\_\_ A Touch of Class (such as Jazz or Swing instrumental, etc.) \_\_\_\_\_

\_\_\_\_\_ Classical \_\_\_\_\_

\_\_\_\_\_ Medium Uptempo \_\_\_\_\_

\_\_\_\_\_ High Energy \_\_\_\_\_

**\*\*If you have a particular song title in mind, write it next to one of the above categories\*\***

**DINING**

**Type of Dinner music you prefer:**

Variety \_\_\_\_\_ Easy Listening \_\_\_\_\_ Jazz \_\_\_\_\_ Swing \_\_\_\_\_ Oldies \_\_\_\_\_

Theme \_\_\_\_\_ Piano \_\_\_\_\_ Soft Guitar \_\_\_\_\_ Classical \_\_\_\_\_

**ADDITIONAL REQUESTS OR SPECIAL ANNOUNCEMENTS**

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**Please use other side (if needed) to complete !!!**

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**SPECIAL REQUEST DANCE(S)**

Example: Electric Slide, Chicken Dance, Y.M.C.A., Macarena, Locomotion, The Train, The Hokey Pokey, Cha Cha Slide, The Wobble, Booti Call, We Are Family (whole family dance), Love Train, Hold Ya Head, Cupid Shuffle, Cotton Eyed-Joe, Blame It On The Boogie, Mony Mony, Saturday Night Fever, Blurred Lines, Other etc.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**LAST SONG OR LAST DANCE REQUEST**

Title: \_\_\_\_\_ Artist: \_\_\_\_\_