

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**

From years of entertaining, we've found that organization is the key ingredient of all

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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.

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

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 _____

INTRODUCTIONS

*Selecting 'Walking In' below designates that you would like formal introductions of Guest(s) of Honor, Event Host(s)/Hostess(es), Family Members, etc. entering the room.

*Selecting 'Recognized' below designates that you would prefer DJ to introduce Guest(s) of Honor, Event Host(s)/Hostess(es), Family Members, etc. , by recognizing them at their tables at some point during the event.

Leave both boxes unchecked if you do not wish to have DJ do introductions of any kind, or if someone else will be doing the introductions.

Name of person who will be doing the introductions if other than the DJ: _____

Guest(s) of Honor: _____ Walking In Recognized

Phonetic Pronunciation: _____

Party Host/Hostess: _____ Walking In Recognized

(Individual or couple hosting this event on behalf of the guest(s) of honor)

Phonetic Pronunciation: _____

Relationship to Guest(s) of Honor: _____

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2nd Party Host/Hostess: _____

Walking In Recognized

(If more than one individual or couple is hosting the event)

Phonetic Pronunciation: _____

Relationship to Guest(s) of Honor: _____

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: _____

_____ Walking In Recognized

Phonetic Pronunciation: _____

Relationship to Guest(s) of Honor: _____

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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****

TOASTS

Toast _____ Invocation _____ Or Grace _____ More than one toast _____

Who will offer the toast, invocation or grace to the Guest(s) of Honor _____

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 Guest(s) of Honor or offer a toast? Yes _____ No _____

After toast(s), do you want the MC to ask if the Guest(s) of Honor have anything to say? Yes _____ No _____

DINING

Type of Dinner music you prefer:

Variety _____ Easy Listening _____ Jazz _____ Swing _____ Oldies _____

Theme _____ Piano _____ Soft Guitar _____ Classical _____

GUEST(S) OF HONOR DANCE(S)

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(if an Anniversary, the couple's special song, can be their original wedding song):

Title: _____ Artist: _____

Would you like a separate host(s)/hostess(es) dance, family-members-only dance, or invite everyone who wishes to join in first dance (unless otherwise indicated we will invite all guests to join the Guests of Honor on the dance floor about 1/3 of the way through this song)?

Invite everyone to join in the first dance _____

Separate _____

How do you want the additional dance announced _____ ?

Song Title for additional dance _____

Don't want any special dances _____

Notate here if Guest(s) of Honor cannot dance due to illness or any other extenuating circumstances: _____

Check here _____ ONLY if you want the special dance(s) to occur immediately after the introductions (otherwise these dances typically occur after the first course or the main course of the meal).

Does caterer allow dancing between courses of meal? Yes _____ No _____ Maybe _____

Please include any information about the Guest(s) Of Honor, 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!)

ADDITIONAL REQUESTS OR SPECIAL ANNOUNCEMENTS

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

Do you want your DJ to host any games at your event ? (Games are great ice-breakers for the adults, and kids' games help to keep the kids interested in the event). DJ will fit these in where they have best impact.

Children's Games? Yes _____ No _____ **Games for the adults?** Yes _____ No _____

Please indicate number of children expected at the party _____, and their age range: _____ to _____

****Number of children expected is important because party props may be involved.****

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:** _____