

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. _____

LAST NAME: _____

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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**

ADDITIONAL REQUESTS OR SPECIAL ANNOUNCEMENTS

LAST NAME: _____

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

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, Go Head Baby, Other etc.

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____

LAST SONG OR LAST DANCE REQUEST

Title: _____ Artist: _____