

# Event Planner

Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Time: \_\_\_\_\_

Email Address: \_\_\_\_\_

Setup Time: \_\_\_\_\_

## **GENERAL INFO**

Preferred Disc-Jockey Attire: \_\_\_\_\_

Reception/Venue Name: \_\_\_\_\_

Reception Location/Street Address: \_\_\_\_\_

Contact Person @ Location and Phone #: \_\_\_\_\_

Are we performing?                      Indoors                       Outdoors

What floor is the room on? \_\_\_\_\_                      Is there an elevator available? \_\_\_\_\_                      If No, How many stairs? \_\_\_\_\_

Stage/Special Setup Requirements? \_\_\_\_\_

## Your Other Professionals

Photographer:                       If So, Contact Info: \_\_\_\_\_

Videographer:                       If So, Contact Info: \_\_\_\_\_

Caterer:                       If So, Contact Info: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_                      Primary Age Group: From \_\_\_\_\_ to \_\_\_\_\_

What time will guests arrive?: \_\_\_\_\_                      Will a dinner be served?: \_\_\_\_\_                      If so, What time will they be served?: \_\_\_\_\_

Will meal and beverages be provided for your entertainer? \_\_\_\_\_

Please check the types of dance music you believe your guests would enjoy during your event.

- Current Top 40 Dance                       Adult Contemporary                       Rock n' Roll                       Classic Rock (70's)                       Disco/ Retro
- Oldies( 50's & 60's)                       Alternative/New Rock                       Big Band / Swing                       Country Dance and Favorites
- A good mix of the above as the party gets going.

