

Thanks for choosing us for your DJ Entertainment needs! We are very excited to be a part of your event. Please take a few minutes and fill this worksheet out. This information will allow us to tailor our service and music to perfectly meet your needs.



### Party Planning Worksheet

**Client/Contact Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ to \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Type of Event:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Birthday Party (yr? _____) | <input type="checkbox"/> Anniversary Party (____ th) | <input type="checkbox"/> School Dance  |
| <input type="checkbox"/> Surprise Party             | <input type="checkbox"/> Company Outing              | <input type="checkbox"/> Holiday Party |
| <input type="checkbox"/> Retirement Party           | <input type="checkbox"/> Other _____                 |  |

Guest of Honor name(s): \_\_\_\_\_

**Age Groups (Please mark all that you expect):**

- <14     14-17     18-24     25-34     35-44     45-54     55+

**General Music Requests :**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Top 40           | <input type="checkbox"/> Club             | <input type="checkbox"/> 70's Disco            |
| <input type="checkbox"/> Big Band / Swing | <input type="checkbox"/> Classic Rock     | <input type="checkbox"/> 80's dance / new wave |
| <input type="checkbox"/> 50's and 60's    | <input type="checkbox"/> Classical / Jazz | <input type="checkbox"/> Country               |
| <input type="checkbox"/> Hip Hop / Rap    | <input type="checkbox"/> Other: _____     |  |
| <input type="checkbox"/> Alternative      | <input type="checkbox"/> Hard Rock        |  |

**Your DJ:**

- Be involved in the party, teach line dances, etc  
 Just play the music, minimal talking  
 Other \_\_\_\_\_

- How would you like the DJ dressed?  
 casual     jacket and tie     tuxedo  
 themed/costume(please specify)  
 \_\_\_\_\_

## The Music

To make your Party/Event successful, we need to know what kind of music you and your guests are interested in. We are pros and can read the crowd for what songs to play, but need a good starting point and any special requests you have. Please take a few minutes to fill this out and it will allow us to make your event fantastic! Let us know of any questions you have.

### **Step 1: Radio**

What Radio Stations do you listen to? Also, what songs do you start Pandora stations with?

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### **Step 2: Must Have Songs**

What songs must be played during your event. Please mark any special requests/dedications.

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### **Step 3: Songs/Artists to Avoid**

This list are songs or artists that you absolutely do not want to hear, even if guests request them.

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