



Event Planner Form

Event Contact: _____

Group/Organization/Type of Event: _____

Date of Event: _____

Start Time: _____

End Time: _____

Location Name: _____

Address: _____

Phone Number(s): _____

Please provide an idea of what you will be expecting musically. What energy level would you like from your DJ? Is there a theme of music you'd like to hear for the evening? Is there a timeline of events I should follow? Is there a certain flow or succession of music you would like me to adhere to?

Are there any special activities planned that I should know about? Perhaps a toast, birthday, surprise, special dance, roast, or any additional performers? The more I know, the better job I can do for you!

Will there be awards, announcements, door prizes, or drawings? If so, would you like my help to host such events?

DJ Attire (Please Circle):

-Casual

-Buisness Casual

-Blouse/Slacks or Dress

-Formal Dress

-Other

Will there be a meal provided for evening? Yes / No

Colors/Theme of the Event:

Any additional questions or comments you'd like to share with me? Please write below if so! Thank you!

