



## Event Planner Form

Event Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Group / Organization: \_\_\_\_\_

Event Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Venue Name: \_\_\_\_\_ Venue Address: \_\_\_\_\_

Venue Contact: \_\_\_\_\_

Venue Phone: \_\_\_\_\_ Venue Email: \_\_\_\_\_

### Music Types / Eras Required:

- ☐ Lounge / Chillout
- ☐ Big Band / Swing / Jazz
- ☐ Vocal Jazz (Classics/Sinatra)
- ☐ 50's & 60's Rock & Oldies
- ☐ 70's Classic Rock / Blues
- ☐ 70's Motown/Disco/Funk
- ☐ 80's Pop / Rock / New Wave
- ☐ 90's Dance / Pop / Top Hits
- ☐ 2000's Dance / Pop / Top Hits
- ☐ 2010's Dance / Pop / Top Hits
- ☐ 2020's Dance / Pop / Top Hits
- ☐ EDM / House / Current Dance
- ☐ Hip Hop / Rap (Lyrics?)
- ☐ Latin / Salsa / Tango / Reggaeton
- ☐ Reggae / Hawaiian (Beach Vibes)
- ☐ Indie / Modern Rock / Adult Contemporary
- ☐ Old Country
- ☐ New Country
- ☐ Holiday Music
- ☐ Other

### Timeline Of Event:

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Specific songs or artists you DO want played (attach list if necessary):

Specific songs or artists you DO NOT want played:

Give us an idea of what you'll be expecting musically. What eras of music, what types, etc.  
What energy level are you expecting from your DJ? Is there a certain flow you'd like to hear?  
Is there a timeline of events we should follow? Do you prefer originals or remixes?

Are there any special activities planned that we should know about...a toast, birthday surprise,  
special dance, roast, or additional performers? The more we know, the better prepared we  
can be to do a good job for you.

Will there be awards, door prizes, drawings? If so, would you like our help to host these  
events?

DJ & Assistant Attire:    Casual            Biz Casual            Shirt/Tie/Slacks            Formal            Other

Meal provided for DJ & Assistant:            Yes            No

Colors/Theme of Event:

Do you have any other thoughts you'd like to convey or questions? Feel free to write them below or contact me anytime!