

All-Tune DJs Event Planner

Name(s) of Guest(s) of Honor: _____

Event Date: _____ Event Time: _____

Event Location Name/Address: _____

EVENT INFORMATION (please "X" the boxes as appropriate)

1) Event Type:

- | | | |
|---|---|--|
| <input type="checkbox"/> Corporate Event | <input type="checkbox"/> Picnic | <input type="checkbox"/> Birthday (age: _____) |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Family Reunion | <input type="checkbox"/> Class Reunion (Year: _____) |
| <input type="checkbox"/> Beef & Beverage | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Holiday Party |
| <input type="checkbox"/> Youth Event/Dance | <input type="checkbox"/> Communion | <input type="checkbox"/> New Years Party |
| <input type="checkbox"/> High School Graduation | <input type="checkbox"/> College Graduation | <input type="checkbox"/> Other _____ |

2) Preferred attire for DJ:

- | | |
|---|---|
| <input type="checkbox"/> Formal (Tuxedo or Formal Dress) | <input type="checkbox"/> Semi-Formal (Shirt/Tie or Dress) |
| <input type="checkbox"/> Business Casual (Khaki Pants & Polo Shirt) | <input type="checkbox"/> Casual (Jeans & Polo Shirt) |
| <input type="checkbox"/> Other _____ | |

3) DJ be will located:

- Indoors Outdoors Upstairs Downstairs On Stage

If Outdoors, please insure that cover from the sun and weather events is available.

4) Event Start Time? _____ PM AM End Time? _____ PM AM
(in this and other time questions, please circle "PM" or "AM" as appropriate)

5) What time are guests expected to arrive? _____ PM AM

6) (If applicable) What time will the guests of honor be arriving? _____ PM AM

7) Will there be a meal service? Yes No
If "Yes", what type? Buffet Sit Down
If "Yes", Meal Start time? _____ PM AM

8) Are you having cocktails and/or hors d'oeuvres prior to the meal? Yes No
If "Yes", beverage service type? Open Bar Cash Bar
 Free soda/tea/water etc., Cash Bar for all else

9) Primary Age Group: _____ to _____ (example: 20 to 40)
Please put "n/a" if unknown or there is a wide range

10) How many guests are expected to attend? _____

11) Does the event have a special theme to it? Yes No
If "Yes", what is it? _____

12) Does the event have a special theme song to it? Yes No
If "Yes", what is the Title and Artist"? _____

13) Please indicate below any special announcements that you would like your DJ to make such as Birthdays, Anniversaries, Honored Guests or Relatives.

If there is a particular order of events, a program, or a special presentation, please let us know (in written form, if possible). Also please let us know if there are any activities that you want to do, or if there are any raffle/door prize giveaways that you want us to handle.

PRE-MEAL/MEAL MUSIC

Please indicate the type of music you would like played during the pre-meal/meal hours. Please place a "P" for "Pre-Meal" and/or "M" for Meal.

_____ Big Band _____ Jazz _____ Lite Rock _____ Classical
_____ Slow RnB _____ Latin _____ Lite Country _____ Light Pop/Top 40
_____ Holiday _____ Variety _____ Other _____

DANCING

Will there be a special dance for the Guest(s) of Honor? Yes No

If "Yes", what is the Title and Artist? _____

Will there be any other special dances? Yes No

If "Yes", what is type of dance, and song for the dance?

Dance _____ Title/Artist _____
Dance _____ Title/Artist _____
Dance _____ Title/Artist _____

DANCE MUSIC

Eighties Hard Rock Pop Alternative House
 R & B Big Band/Swing Latin Dance Rap Waltz
 Classic Rock Motown Rock & Roll Current Top 40 Fifties
 Country Polka Disco Reggae Sixties
 Other _____

Would you like us to take requests from your guests? Yes No

If something from a music category listed above is requested by a guest, however it is not checked, may we play it? Yes No PLEASE NOTE: we will check with you first if it is too far from your identified music genre(s).

Please provide any requests on the enclosed "Request Sheet". Please indicate whether you want the requested songs during the pre-dinner or dinner periods, or during the dancing portion. We will do our best to play the majority of them. Please indicate your "Must Play" request(s) with a star (*) for maximum priority. If you have additional requests, please call our office or send a separate e-mail. If there are songs you absolutely DO NOT want to hear, please indicate those as well.

Participation Dances: Please "X" the ones you want to do, and leave blank the ones you DO NOT want to do. PLEASE KEEP IN MIND: These dances get your guests involved so they have a good time.

Chicken Dance Hokey Pokey Macarena Limbo Boot Scoot
 Electric Slide Cha-Cha Slide Booty Call YMCA Cupid Shuffle
 "Conga Line" Song (Conga, Ride The Train, Locomotion, etc) Other _____

Other Instructions: Is there anything else that you would like us to handle that has not been addressed in this Planner? If so, please let us know.

ALL-TUNE DJS REQUEST SHEET

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