



1221 Mercedes St.
Benbrook, TX 76126
Phone: (817) 249-7914

Event Planner

EVENT INFORMATION

Client Contracting _____ Date of Event _____
Client's Address _____ City _____ Zip _____
Client's Day Phone _____ Night Phone _____ Pager/Cell No. _____
Type Of Event _____
Name Of Person(S) If Any Being Honored At Event _____
Time Event Begins _____ Approximate Length Of Event _____

MUSIC SELECTION

Please indicate the percentage of each category desired at your event. Big Band _____ Waltz _____
Polka _____ 50's/60's Oldies _____ Motown _____ 70's Pop/Rock _____ 70's Disco _____ 80's _____
90's _____ Current Hits _____ Country _____ Hard Rock _____ Rap _____ Soul _____ Classical _____
Other _____
Will you need dinner music? If so, what type _____
Additional instructions to DJ: _____

SETUP TIME

Your DJ would like to begin setting up at least one hour prior to the start of your event.
Earliest set up time _____ If dinner is served, approximate time of meal? _____
Do you prefer your DJ to be: Outgoing _____ Moderate _____ Easy Going _____ Reserved _____
DJ Location: On Stage _____ On Platform _____ Floor _____ Outside _____

SPECIAL DANCES

Some people request specific songs to commemorate a special occasion or to honor someone special. If you wish to have the DJ dedicate a song during the event, please fill in the following information:

Title _____ Artist _____
Special Occasion or Person Honored: _____
Should the song be at a specific moment in the event? _____
Title _____ Artist _____
Special Occasion or Person Honored: _____
Should the song be at a specific moment in the event? _____

SPECIAL PARTY DANCES REQUESTED:

YOUR DJ WANTS TO MAKE YOUR EVENT SPECIAL AND SPECIFIC TO YOUR INDIVIDUAL NEEDS. PLEASE LIST, IN DETAIL, ANY SPECIFIC INSTRUCTIONS REGARDING YOUR EVENT HERE AND, IF NEEDED, CONTINUE ON THE BACK OF THIS PLANNER.