



# EVENT PLANNING GUIDE

Contact Name: \_\_\_\_\_

Contract Date/Time: \_\_\_\_\_

Event Type: \_\_\_\_\_

What is the expected attendance number? \_\_\_\_\_

Event Location: \_\_\_\_\_

Customer's Phone Number: \_\_\_\_\_

Best Time To Be Reached: \_\_\_\_\_

Does this location have free parking for the DJ? Yes No

Will the DJ equipment be outdoors? Yes No  
*(If yes, equipment and DJ **must** be protected from rain, sun, etc)*

Is the event location on a first floor? Yes No If no, Is there an elevator? Yes No

What time are guest expected to arrive in the room where the DJ will be set up? \_\_\_\_\_  
*(This should be the same time as contract start time. If not, a sitting fee may be applied)*

## YOUR DISC JOCKEY

What should be the attire of your DJ? \_\_\_\_\_

What level of interaction should be displayed by your Disc Jockey? \_\_\_\_\_

- **Low Key:** DJ is to remain in the background and let the music play the major role. No talking should be necessary.
- **Moderate/Master of Ceremonies:** DJ should handle announcements as needed and display verbal interaction with the audience only if needed. This type of personality will simply let everybody know what is going on at any given time.
- **High Profile:** DJ should handle all announcements, and display heavy verbal interaction with the audience. This would include, but not limit your DJ to leading group dances, games, motivate dancing however, etc. This personality works best when DJ has a total control over music selections and activities with very little guidance from the customer.