



DJ Man Entertainment – General Event Planner

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**Location Information**

Name:

Address:

Contact name:

Phone:

Primary room name/location:

Floor:

Is the event indoors or outside? (*If outside, can we setup underneath a covering?*)

Do we have to provide music in other room(s) at any time (*such as for cocktail hour*)? If so, what, where and when?:

**General Information**

Event Theme:

Number of guests:

Children:

Number of courses to be served (including dessert):

Are you/the caterer providing meals for the entertainment staff (This is not required at all but it would helpful to know if we should eat earlier?)

Is there "dead air time" during which we should not play any music?

Deejay Attire (Please circle one): Casual, or Formal, or other \_\_\_\_\_

**Contact Information For Other Party Professionals**

	Name	Phone	Booked From-To
Caterer			
Banquet Hall/Venue			
Planner/Coordinator			
Photographer			
Videographer			
Other			

**Cocktail Hour**

Is cocktail hour in same room as main reception? If not, what room is it in?

Music for cocktail hour (*suggested genres are soft jazz, slow love songs or slow rock*):

**Event Commencement**

Music to start with (*soft music recommended if food on tables, high-energy dance music recommended otherwise*): Please list any music that you would like us to start the event out with.



**Grand Finale**

Before the last dance, we can organize guests into a circle around the guest of honor, pass the mic around, and allow them to each offer best wishes. To what song (*we suggest That's What Friends Are For*)?

Do you want to do this?

Music for last dance:

**Ethnic Dances, Etc (optional)**

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what time (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) of specific people to be involved.

**Follow-Along Dances (optional)**

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances that might be fun:

- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe
- Electric Slide
- Greased Lightning
- Hokey Pokey
- Macarena
- Mambo Number 5
- Mony Mony
- Shout
- Staying Alive
- YMCA

**Games/Contests (optional)**

We can play games or contests (contests have winners who get prizes, no prizes are awarded for games) as another way to break the ice, raise the energy level, award door prizes, etc.

Do you want games or contests? If yes, when?

Listed below are some of the games/contests we are currently hosting. Please circle the ones you would like us to do. You can also write in the names of other specific games or contests (please describe below). If you don't identify specific contests, the MC will choose appropriate ones.

- Coke and Pepsi
- Dance Contests
- Game Shows (Trivia, ect.)
- Costume Contests
- Hula Hoops
- Musical Hula Hoops
- Musical Chairs with a Twist
- Mummy Wrap/Best Dressed
- Limbo
- Other \_\_\_\_\_
- Name that Mashup
- Racecar Relay
- Simon Says
- Twist Contest
- Other \_\_\_\_\_

**List Of Songs & Music Types NOT To Be Played**

**List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST**

**Music Requests (Songs to DEFINITELY be played)**

*Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.*

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

**Music Requests (Songs to be played if time permits after guest requests)**

Also list any types/genres of music you'd like us to play from.

**Dedications, Birthdays, Anniversaries, Other Special Dances, etc.**

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special.

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### **Additional Notes (Use back or additional sheets if necessary)**

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique

Thanks for taking the time to fill out this wedding planner, if you have any questions please ask us at your convenience. You can also fill this form out online if it is easier for you and submit it online. Please use the below contact information for our personal help or returning this planner.



### **DJ MAN ENTERTAINMENT**



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