

Please make a copy before return to us. Your planner is due 2 weeks before your event day

JSP DJ EVENT PLANNER

Customer Information:

Name: _____ Group name if applies: _____

Phone: _____ Cell: _____ Email: _____

Address: _____

Event Date: _____ Time (guest arriving) _____ Any time restrictions on hall? Yes or No _____

Location: _____ Telephone: _____

Address of Location: _____

Number of Guests: 0 – 250 251 – 400 401+ _____ Caterer/Contact: _____

Will the event be held inside or outside? _____ If outside, will shelter be provided? yes no Electricity? yes no

Type of function (check one):

High School Dance Middle School Dance

Prom / Homecoming

Reunion

Guest of Honor: _____

Sweet 16

Picnic

Age: _____ Nickname: _____

Graduation Party

Anniversary Party

Birthday Party

Youth Group

Is This Surprise Party? Yes Or No

Holiday Party

Other _____

Does your event have a theme: _____

If this party is for an individual, please give us as much information about them as you can: (i.e., occupations, where they grow up (state or region), what school or college did they attend, interests and hobbies. And of course what their favorite music groups, artist and styles they enjoy the most?)

Our Dress Attire (Our DJ will wear a Tux. If other attire is require please let us know:

Dress Attire Casual (Dockers and Polo) T-Shirt and Jeans Other _____

Style Of DJ preferred: Tastefully interactive Moderate approach Low Profile Other _____

(note: Please let us know if we need to adjusted this style during your event?)

Will a meal/food be available to our DJ: yes no

Drinks & Food for your guests:

Drinks: Water, Soda & Punch Other _____

Food: What time is the meal schedule to be served to your guests? _____

Buffet Style Meal Sit Down Style Meal Light finger food None Other _____

MUSIC

(Mark as many items as appropriate)

Music preferred during dancing:

- Hip Hop & RnB (Reggae)- 70's, 80's 90's 90's 00's Today
- Electronic & Techno – House Drum n Bass Dubstep Trap EDM Trance
- Top 40 & Dance (EDM) 70's, 80's 90's 90's 00's Today
- Oldies - Hits from the 50's, 60's & 70's
- Rock - 70's, 80's 90's 90's 00's Today
- Requests from guests? yes no
- Other (e.i) _____

Music preferred during social hour or meal:

- Jazz (e.i.) _____
- Top 40 (e.i.) _____
- Adult Contemporary (e.i) _____
- Classic Rock - Rock hits of the 60's & 70's
- Country (e.i.) _____
- Hip Hop Instrumental
- Requests from guests? yes no
- Do you have other entertainment? yes no

☺ Songs you would like played (list song & artist):

(Please use the song worksheets included with this planner. If supplying a larger list, please email it to us.)

_____	_____
_____	_____
_____	_____
_____	_____

☹ Songs you prefer not to be played (list song & artist):

_____	_____
_____	_____
_____	_____

First Song To Start The Dancing (Title/Artist): _____

Last Song Of The Evening (Title/Artist): _____

General overview of the party:

Other special ceremonies/announcements:

Special birthdays Anniversaries Other School Dance (*Please provide a type list of any Courts*)

Please give details/names on above checked items (listed any special songs you would like play for this individuals or event). Any additional general announcements or other entertainment?

Please make a list of the order of events (cocktails, meal, announcements, dancing or other entertainment):

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

If questions arise prior to your party please give me a call (717) 451-3070

