



Event Planner

Name: _____ Event Date: ___/___/___

Phone Number: _____ Best time to call: _____

Email Address: _____

Please return this planner at least 30 days prior to your event!

General Information

1. Preferred attire for your disc jockey / emcee? Tuxedo Shirt & Tie Casual

2. Reception venue name / street address: _____

A. Contact Person at location & phone number: _____

B. Are we performing? Indoors Outdoors

C. What floor is the room on? _____ Is there an elevator available? Yes No

How many stairs to each room? _____

D. Stage / Special set-up needs (Please Specify) _____

E. At what time can we set-up? _____

3. Your other Professionals:

Photographer: _____ Will they be at your event? Yes No

Videographer: _____ Will they be at your event? Yes No

4. Approximate number of guests expected at your event: _____

Primary age group: From _____ To _____

5. What time will guests arrive? _____

6. What time will guests be seated for dinner? _____

Will they be served: Sit-down Buffet Other: _____

7. Will meal & beverages be provided for your entertainer? Yes No

8. Please provide any additional information and directions to your event location below:



About Your Party

Please check the types of music that believe your guests would enjoy during your event.

- Current Top 40 & Dance Adult Contemporary Rock & Roll Classic Rock (70's)
 Oldies (50's & 60's) Motown Alternative / New Rock Big Band / Swing
 Country Disco / Retro Hip-Hop / R&B Techno / Trance
 A good mix of all of the above as our party develops

Feel free to list a few danceable requests. We do not guarantee that every song listed will be played, though we will do our best. Keep in mind we encourage requests from your guests during your party.

Title

Artist

Any "do not play" songs?

May we play them if they are requested by your guests?

Yes

No

As You Plan Your Celebration

Keep these ideas in mind for you and your guests' maximum enjoyment...

1. If you have assigned seating for your dinner, seat your younger guests *closer* to the sound system.
2. If you have more questions about this planner or choosing special dances, feel free to contact our office at 716-450-9921. We will do our best to help.
3. If there have been any changes to your starting time since our initial meeting, please call our office so we can make the appropriate arrangements. Thank You!!

Take a moment to answer this question...

What radio station(s) do you regularly listen to? _____



If this order of events meets your approval, please fill out, sign and return as soon as possible, or make changes and write under comments or send separate cover letter.

Thank you for taking the time to read and fill out this form. It will really make your party that much better by being organized.

Recommended by: DJ Xcite Sound

Approved by: _____ Date: __/__/__



Disc Jockey Assessment Sheet

Name: _____ Event Date: ___/___/___

Email Address or Phone: _____

Please return this form within 30 days after your event!

Thank you again for choosing DJ Xcite Sound for your special event. Please take a moment to fill out this evaluation form. Your comments and suggestions provide valuable feedback that will help us better serve our customers in the future.

Approximate Number of Guests: _____

How did you hear about us? _____

Please list the main reasons you chose DJ Xcite Sound:

Personnel

Was your disc jockey dressed appropriately? Yes No

Was he / she on time? Yes No

Did your DJ complete activities or announcements as specified in your contract? Yes No

Was he / she accommodating and flexible? Yes No

Music

The music played was the style and type I expected: Yes No

Sound levels were appropriate for the occasion: Yes No

Overall, how would you rate your experience with DJ Xcite Sound?

	Fair				Good				Excellent	
Service:	1	2	3	4	5	6	7	8	9	10
Value:	1	2	3	4	5	6	7	8	9	10
Performance:	1	2	3	4	5	6	7	8	9	10

Additional Comments: _____

May we show your comments to potential clients? Yes No

May we give your phone number to prospective clients? Yes No

DJ Xcite Sound ^ 172 Stowe St. Jamestown, NY 14701 ^ 716-450-9921