



## 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:

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## 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  Dubstep / House  
 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

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Any "do not play" songs?

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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 1-888-XCITE-DJ. 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	
<b>Service:</b>	1	2	3	4	5	6	7	8	9	10
<b>Value:</b>	1	2	3	4	5	6	7	8	9	10
<b>Performance:</b>	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