



Dusk til' Dawn DJ Services

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Event Details

Function Date: _____ **Time:** _____

Cost of Function: _____ **Particulars:** _____

Clients Name (s): _____

Type of Event (ex: Anniversary, dance, school, birthday, Stag/Stagette etc.): _____

Contact Number: _____ **Email:** _____

Name & Address of Event Location: _____

Microphone Required at any point throughout event:  ☐ Yes ☐ No ☐ Not Sure

Would you like to control the type of music and songs that will be played? ☐ Yes ☐ No

If so...What is the style of music(or provide music list)? _____

Special Announcements

The DJ will be prepared to handle any special announcements that may be required during the evening. If there are any special guests from out-of-town, anniversaries, or birthdays you wish to have announced during the function, please specify:

Other Information/Activities

Music Requests

We are delighted to take music requests at the function. Our policy on such requests are to try and play as many as possible provided such requests are *danceable, popular, recognizable* and *appropriate* for the guests at any function. Requests for music that is offensive to any guest, race, creed, and religion or otherwise **WILL NOT BE PLAYED**. The DJ reserves the right to disregard any request that does not meet this policy, or any selection that cannot be programmed properly into the music presentation of the evening regardless of who the requester is.

We have provided you with a form on which you can fill out any personal special music requests you have that you would like played throughout the evening. We will give YOUR music requests priority during the function.

Do Not Plays

Are there any songs you DO NOT want played? (Ie: Strokin', Mony Mony, etc.) ☐ Yes ☐ No

What are they? _____

If any of the above songs are "requested" by a guest, should we play them? ☐ Yes ☐ No

Guest Interactive & Participation Songs

Bird Dance ☐ Ok ☐ Do not play ☐ Play if requested ☐ Check with Client

Cotton Eye Joe ☐ Ok ☐ Do not play ☐ Play if requested ☐ Check with Client

Macarena ☐ Ok ☐ Do not play ☐ Play if requested ☐ Check with Client

Cadillac Ranch ☐ Ok ☐ Do not play ☐ Play if requested ☐ Check with Client

I Knew the Bride ☐ Ok ☐ Do not play ☐ Play if requested ☐ Check with Client

YMCA ☐ Ok ☐ Do not play ☐ Play if requested ☐ Check with Client

Your Guests

Number of guests to attend? _____

Age Matrix Children _____ Adults (20's) _____ Adults (40's) _____
(Please state the Approximate # of people in each age group) Teens _____ Adults (30's) _____ Adults (50's +) _____

Exit Format

Scheduled Time: _____ Exit Format: ☐ None ☐ Circle ☐ Tunnel

Music Selection (Title & Artist): _____

Bar

Is the bar: ☐ Free Bar ☐ Toonie Bar ☐ Cash Bar Closing Time: _____

For Office Use:

This plan completed by _____ on _____

~~~~~ WITHIN 15 DAYS PRIOR TO FUNCTION ~~~~~

Reviewed and confirmed by \_\_\_\_\_ on \_\_\_\_\_