

EVENT PLANNING WORKSHEET

songs2godservice.com

Bryan Tepe (402) 450-7550

Date of the event _____
Type of Event _____
Starting time _____ Ending time _____
Contact name _____
Cell Phone # _____
Hall Name _____
Hall contact person _____
Hall address _____ Until what time is the Hall rented? ____
What time will the Hall be available for the DJ to set-up? _____
Estimated number of Guests _____ Music Preferred:
 Complete Variety Top 40 90's 80's 70's 60's 50's
 Big Band Country Polka's Waltz's Easy Listening Jazz Funk
 Classis Rock Classical Hip Hop Motown Disco Current Top 40
Will there be a dinner Y or N or hors d'oeuvres? Y or N _____
If yes, do you need dinner/background Music? Yes or No _____
If yes, what type of dinner/background music do you prefer? _____
What time will dinner be served? _____
Will there be a Video or Slide Show? Y N If yes, what time? _____
Will there be any activities or games? Y N _____
Will you need the DJ to announce the activities and/or games? Y N _____
Special presentation or announcements? Y N (list instructions below)

Specialty Dances (Audience Participation Dances)

- Chicken Dance Bunny Hop Cha Cha Slide Cotton-Eyed Joe Electric Slide
 Flying Dutchman Hokey Pokey Macarena Party Train Stroll
 Mony Mony Twist YMCA Limbo Tootsie Roll Cupid Shuffle

(Completely fill out planner which ensures a good time for all)

Thank You For Choosing Songs To Go DJ Service!

Please have 1 table (at least 4' to 6' in length) placed where you would like DJ to perform