

# EVENT PLANNING WORKSHEET

**songs2godservice.com**

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Date of the event \_\_\_\_\_

Type of Event \_\_\_\_\_

Starting time \_\_\_\_\_ Ending Time \_\_\_\_\_

Contact Name \_\_\_\_\_

Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_

Hall Name \_\_\_\_\_

Phone # \_\_\_\_\_

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  40's  
 Big Band  Country  Polka's  Waltz's  Easy Listening  Jazz  Funk  
 Classis Rock  Classical  Hip Hop  Motown  Disco  Current Top 40

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 a Toast? Y N If yes, list names? \_\_\_\_\_

Special instructions or requests \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## *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  
 Snowball  Twist  YMCA  Limbo  Country Swing  Cupid Shuffle

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

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