



# A+ DJ Service

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## COMPANY EVENT

**Due 1 Month Prior !!**

Purchaser \_\_\_\_\_  
 Date of Event \_\_\_\_\_

- >>> REMEMBER There is no "right" or "wrong" way to organize YOUR reception, and we are here to serve you to YOUR tastes!
- >>> NOTE: Please mail this along with Music Planner which is due AT LEAST 1 Month in advance of event.
- >>> ALSO: Make sure the times below do not exceed the start or finish time contracted, call us in advance if you need more time.

1. General DJ/MC Style for event (not music) Quiet? Laid back - a few comments? Upbeat - get people involved? Crazy - very talkative?  
 Party Atmosphere: Solemn? Casual? Moderate volume - some dancing? Louder - lively? Loud (with bass) - club-type?  
 DJ Dress: Formal Semi-formal (suit and tie) Dress (sport jacket) Dressy Casual Casual Outdoor Summer Casual (Shorts + polo)
2. List the time and nature of anticipated schedule of events (those with a "?" are OPTIONAL), also circle all that apply:

<u>TIME</u>	<u>EVENT</u>	<u>DJ MUSIC or MC ACTIVITY</u>
_____	<u>Guests begin to arrive</u>	<u>Background Music</u> (Jazz, Classical, Soft Rock, Oldies, special: _____)
_____	<u>Guests of honor arrives ?</u>	<u>Special Music?</u> (Special artist or song: _____) <u>MC announcement?:</u> " _____" <u>Lists of guests to announce (w. title?) ?:</u> _____
_____	<u>Food Served?</u>	<u>Background Music</u> (Jazz, Classical, Soft Rock, Oldies, special: _____)
_____	<u>DANCING BEGINS</u>	<u>Special first song for everyone?</u> (special song + artist: _____) DJ will then use your choices on Music Planner and any other lists you give.
_____	<u>MC Announcements?</u>	_____
_____	<u>Your Announcements?</u>	<u>Dedication?</u> <u>Toast by Special Friend?</u> <u>Speech by Guest of Honor?</u>
_____	<u>Activities?</u>	<u>Special Dances</u> (Shag, Line, Swing, Limbo, Twist and <u>many</u> others listed on Music Planner) <u>Door Prizes?</u> Can announce any way you like... host provides prizes. <u>Soul Train Dance?</u> Males and females line up on opposite sides 6 feet apart. They pair up at one end and dance through the middle of the line as others cheer and repeat. <u>Snow Ball Dance?</u> (activates wallflowers!) Start with one couple dancing to a popular song. Each time "snowball" called by DJ, each person goes to get another person to dance. 2 people goes to 4, then to 8, 16, 32, 64... soon everyone in the room is dancing! <u>Air Guitar Contest?</u> "Play" prop guitar along with rock song... host provides prize. <u>Singing Contest?</u> Sing acapella or along with music... host provides prize. <u>Dancing Contest?</u> Dance to fast song of choice... host provides prize. <u>Kid's Activities?</u> Musical Chairs? Simon Says? Other games? _____ Freeze Game - have kids freeze while dancing when music stops Competition Games: Sack race? Water-balloon Toss? Pinata? <u>Any other activities you would like:</u> _____ _____ _____
_____	<u>Special Instructions?</u>	_____ _____ _____
_____	<u>Last Dance?</u>	<u>Special last song for everyone?</u> (special song + artist: _____)
_____	<u>DANCING ENDS</u>	<u>MC announcement?:</u> " _____"
_____	<u>Post Dance?</u>	<u>Background Music</u> (Jazz, Classical, Soft Rock, Oldies, special: _____)