



D.J. EVENT PLANNER COVER PAGE

RETURN AT LEAST 30 DAYS PRIOR TO YOUR EVENT

Contact Name _____

Company Name _____

Event Date/Time _____

DJ Start Time _____ **DJ End Time** _____

Facility Name/Room _____

Facility Phone # _____

Facility Address _____

Directions _____

Note: Please make sure facility provides DJ with a sturdy covered/skirted table approx. 2 x 8 feet in an area within 25 feet of performance area per the Entertainment Agreement.



Attn: Chris & Malissa Cox
PO Box 30475; Edmond, OK 73003-0008
Phone: (405) 659-5930
Fax: (405) 216-5541



RETURN AT LEAST 30 DAYS PRIOR TO YOUR EVENT

A+ ENTERTAINMENT GOALS:

- I. To make sure that at your event everything runs smoothly and according to your plans.**
- II. To make sure that all of your guests have a great time.**

Filling out this event planner completely will help A+ Entertainment meet these goals.

CONTACT INFO:

Contact Name _____ E-mail _____

Company Name _____

Address & phone #'s _____

_____ (city) _____ (state) _____ (zip)

_____ (home) _____ (work) _____ (cell)

GENERAL INFO:

Event Date _____ No. of guests (approx.) _____ Age range _____

Event Type _____

Event Location _____

Location Contact _____ Location Phone # _____

Directions to Location _____

DJ:

How would you like your DJ to dress? ___ Tux ___ Suit ___ Other (explain) _____

DJ personality? ___ Outgoing ___ Moderate ___ Easy Going

SET UP:

Your DJ will need to begin setting up approximately one and one half hours prior to the start of your event. You will need to have one eight foot table placed where you would like your DJ to set up. If earlier set-up is required, additional charges may apply.

Event Start Time _____ End Time _____

Time Guests Arrive _____

MUSIC VARIETY:

Your DJ will take requests from your guests and play **ONLY** requests based upon **YOUR** music style selections. Please select the music styles you want played at your reception.

- | | | |
|---|----------------------------------|---|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> 70's | <input type="checkbox"/> Contemporary Country |
| <input type="checkbox"/> Top 40 | <input type="checkbox"/> 60's | <input type="checkbox"/> Polkas |
| <input type="checkbox"/> 90's | <input type="checkbox"/> 50's | <input type="checkbox"/> Waltzes |
| <input type="checkbox"/> 80's | <input type="checkbox"/> R&B/Rap | <input type="checkbox"/> Big Bands/Swing |

Please write some of the songs you know you would definitely like to have played. **For a list of available songs please visit www.aplusentertainment.biz.**

TITLE AND/OR ARTIST	TITLE AND/OR ARTIST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you wish to bring music from your personal CD collection? YES NO

PARTY STARTERS (Audience participation dances):

Your DJ will help your guests have fun and become part of your celebration through the use of ice-breaker dances. If you are unsure of what an ice-breaker dance is, please contact us.

- | | | | |
|---|---|--|--|
| Chicken Dance ** <input type="checkbox"/> | Cotton Eyed Joe <input type="checkbox"/> | Country Line Dances <input type="checkbox"/> | Macarena <input type="checkbox"/> |
| Bunny Hop <input type="checkbox"/> | Hokey Pokey <input type="checkbox"/> | Locomotion <input type="checkbox"/> | Cha Cha Slide <input type="checkbox"/> |
| Electric Slide <input type="checkbox"/> | Shout <input type="checkbox"/> | Twist <input type="checkbox"/> | YMCA <input type="checkbox"/> |
| Conga Line <input type="checkbox"/> | Ladies Slow Choice <input type="checkbox"/> | Cupid Shuffle <input type="checkbox"/> | (with or without Village People hats) |

****BEST WAY TO START A PARTY (CALL FOR DETAILS)**

Others you may have seen that are not listed _____

SPECIAL ATTENTION

ANNOUNCEMENTS OR REQUESTS:

If you would like, your DJ will be happy to announce birthdays, anniversaries or any other special occasions or, you can use the microphone for your own announcements.

SONG DEDICATIONS:

Special songs (i.e. anniversary song, prom theme, class song, parent to child song) you want attention brought to.

Song _____ To _____
Song _____ To _____
Song _____ To _____

**Please return this to A+ Entertainment Attn: Chris & Malissa Cox
at least 30 days prior to your event.**

Return via:

- 1) Fax - (405) 216-5541**
- 2) Email - dj@aplusdjok.com**
- 3) Mail - P.O. Box 30475 Edmond, OK 73003-0008**
- 4) Hand delivery during meeting**

If you have any questions, please call (405) 659-5930

A+ Entertainment looks forward to making your event special.