



Event Planner

What follows is a music and information package that needs to be filled out and submitted 14 days prior to your event. It includes the easy stuff like the date, venue, and start and end times but it also includes a song request form and other details that help us customize your event. Please keep in mind that you're not limited to these pages! We want your event to be exactly the way you want it, so please feel free to add, subtract or change details wherever you see fit! Please remember you can contact us with any questions while filling out this form.

Section 1 - Client and Venue Information

Client's Name: _____
First Name, Last Name

Phone Number: _____

Can this number be used for texting? _____

E-mail: _____
ex: email@email.com

Address:

Street Address: _____

Street Address Line 2: _____

City: _____ State: _____

Zip Code: _____

Event: _____
ex: Jane's graduation, etc.

Event Date: _____ Music Start Time: _____ Music End Time: _____

Venue Name: _____

Venue Address: _____

Street Address: _____

Street Address Line 2: _____

City: _____ State: _____

Zip Code: _____

Venue Phone Number: _____

Venue Contact Person (if applicable): _____

Section 2 - Formalities and Music

Remember that if at any time if you're unsure or don't have a preference on a specific song you can type in "DJ Choice".

If your event involves cocktail and/or dinner music and you have specific requests, enter them below:

Ex: Frank Sinatra, Yacht Rock, etc.

Are any announcements going to be made? If so please list them along with who will be speaking.

Is there a meal involved and if so when is it scheduled to be served?

Do you want to include any of the following crowd participation dances?

- | | |
|--|---|
| <input type="checkbox"/> The Hustle | <input type="checkbox"/> Cha Cha Slide |
| <input type="checkbox"/> Cupid Shuffle | <input type="checkbox"/> Wobble |
| <input type="checkbox"/> Shout | <input type="checkbox"/> Cotton Eye Joe |
| <input type="checkbox"/> Macarena | <input type="checkbox"/> YMCA |
| <input type="checkbox"/> Watch Me | <input type="checkbox"/> The Git Up |
| <input type="checkbox"/> Crank That | <input type="checkbox"/> Other: _____ |

What do you want played for the last song?

Notes:

Section 3 - Song Requests

Please enter any specific song requests. Feel free to include any notes such as dedications, etc.

Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
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Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
Title:	_____	Artist:	_____
Title:	_____	Artist:	_____

Do **NOT** Play:

Notes:

Section 4 - Other Information

Approximately, how many guests are you expecting? _____

What should your DJ wear for your event? _____

Typically a black suit and tie.

Do you require sound coverage in more than one location during your event? _____

Ex: Cocktail hour is being held outside, etc.

Other Formalities and Optional Information

Please specify anything else unique or noteworthy that may be happening during your event.

How do you usually consume music?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Terrestrial Radio | <input type="checkbox"/> Pandora |
| <input type="checkbox"/> Spotify | <input type="checkbox"/> Apple Music |
| <input type="checkbox"/> Soundcloud | <input type="checkbox"/> Other: _____ |

What are your favorite stations?

What are your social media @'s? Do you have an event hashtag?

Don't forget to like and follow Motor City Sound @ motorcitysounddjs on FB and IG and @ MCSoundDJs on Twitter!

Section 5 - Additional Notes

Please include any additional information here, along with event links, etc.