



Host/ Hostess Names: _____

Event Date: _____

General Information

Host's Phone: _____ Event Time: _____
 Event Venue: _____ Number of Guests: _____
 Room Name: _____ Venue Contact: _____
 Guest Arrival: _____ Special Arrival: _____
 Photographer: _____ Guest of Honor: _____
 Party Colors: _____ Party Theme: _____
 Indoor/ Outdoor: _____ Set up Area: _____
 Stairs Yes No

Event Information

Arrival/ Gathering Music Yes No Music Type: _____
 Cocktail Music Yes No Music Type: _____
 Dinner Music Yes No Music Type: _____
 Introductions Yes No Introductin Music: _____
 Toasts Yes No Toast(s) By: _____
 Blessing Yes No Blessing By: _____
 Dinner Served Yes No Style: Buffet Sit Down Family Style Other

DJ Style/ Do's & Don'ts	Yes	NO
Encourage guests to participate		
Joke / laugh / talk to engage guests		
Be humorous when announcing events		
Be serious / professional when announcing events		
Formal Attire		
Dress to theme		
Take requests from guests		
Allow others to sing <small>(Party host approval is requested prior to start)</small>		

*DJ/ Singer Information

Frequency/how often:
 1-2/hour 3-4/hour other _____

Special Requests

Will meals/ drinks be provided for DJs? Yes No