

# EVENT PLANNER

*"Where Your Ideas Become Part of the Dance"*

## SECTION 1

Event Date: \_\_\_\_\_  
Phone numbers where you can be reached 2-3 days before event:  
Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
Dance Location: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_  
Dance Start Time: \_\_\_\_\_ Dance End Time: \_\_\_\_\_  
Time first guests will arrive at dance location? \_\_\_\_\_

**Dinner Music:** Will we play music during dinner? Yes/No (Circle One).  
If yes, start time? \_\_\_\_\_ Also, complete the Dinner Sheet.

**DJ's Attire:** How would you like the DJ to dress? Formal, semi-formal, or casual (Circle One).

**Photographer:** If you would like your special events to be completed before your photographer leaves, what time is he/she contracted to? \_\_\_\_\_

## SECTION 2 -- (Please Print)

Guest(s) of Honor: \_\_\_\_\_  
Guest(s) of Honor: \_\_\_\_\_  
Guest(s) of Honor: \_\_\_\_\_  
Guest(s) of Honor: \_\_\_\_\_

Indicate below if there is a special song we should play when we introduce the guest(s) of Honor.

## SECTION 3 -- SPECIAL EVENTS AND/OR SPECIAL SONGS -- (Please Print)

List any special events and/or songs you would like the disc jockey to announce and indicate the approximate times you would like them to occur.

<u>Time:</u>	<u>Special Events:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Time:</u>	<u>Special Songs:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# PRIME TIME MOBILE DJ'S

(608) 849-3333 or 1-800-479-0698

## SECTION 4

Below answer Y/N/Maybe if requested by  
Guests: (Circle One)

Father/Daughter Dance	Y/N
Mother/Son Dance	Y/N
Parents Dance	Y/N
Grand March	Y/N

If yes, complete Section 3

Bouquet/Garter Toss	Y/N
YMCA	Y/N/Maybe
Anniversary Mixer	Y/N/Maybe
Chicken Dance	Y/N/Maybe
Hokey Pokey Dance	Y/N/Maybe
Dollar/Money Dance	Y/N/Maybe
Circle Dance	Y/N/Maybe
Limbo	Y/N/Maybe
Macarena	Y/N/Maybe
Electric Slide	Y/N/Maybe
Cha-Cha Slide	Y/N/Maybe
Hand Jive	Y/N/Maybe
Other: _____	

Disc Jockey interaction (Check One)

\_\_\_\_\_ Very interactive  
\_\_\_\_\_ Some interaction  
\_\_\_\_\_ Little interaction

List any songs or types of music you  
DON'T want played.

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

Rate on a scale of 1-10 types of music  
your group is most likely to dance to.

1 = Least Liked 10 = Most Liked

Country	_____
50's-60's	_____
80's	_____
Slow	_____
Rock 'N Roll	_____
Top 40	_____
Motown	_____
Disco	_____
Big Band/Swing	_____
Polkas	_____
Latin	_____

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## SECTION 5 – YOUR REQUESTS

Often we are asked how many songs the bride/groom should select. Our response is as many as you would like. However, we have found that if you keep your requests to 10% of the songs played this will give you and your guests the opportunity to request songs during the dance and allow for the disc jockey to blend types of music together to keep you and your guests dancing throughout the night.

List your favorite 8 songs below. Highlight on the attached song list any other requests that you would like us to try to play.

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Your request will be played at your event in addition to: (Check One)

☐ Disc jockey using his/her own experience in selecting the music to be played as well as your guests' request.

☐ Disc jockey using his/her own experience and selecting most of the music to be played and your guests' requests if the disc jockey thinks they are appropriate for your event or will keep your guests dancing.

☐ Disc jockey playing guests' requests and music primarily from the planner's song list.

## SECTION 6 – SONGS/TYPES OF MUSIC YOU DON'T WANT PLAYED

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PRIME TIME MOBILE DJ'S  
(608) 839-3333 or 1-800-479-0698

## SECTION 7 – FREQUENTLY ASKED QUESTIONS

Q. How many songs can be played during a 4-hour dance?  
A. 60-80 songs can be played.

Q. How many songs should we select?  
A. As many as you like; however, we have found that if you keep your requests to 10% of the songs played this will give you and your guests the opportunity to request songs during the dance and allow for the disc jockey to blend types of music together to keep you and your guests dancing throughout the night.

Q. What time should the special events take place?  
A. Your disc jockey will coordinate the times with you at the start of the dance.

Q. When should we pay the balance on our service contract?  
A. Final payment should be returned to the disc jockey company along with the completed dance planner.

Q. Should we tip the disc jockey?  
A. Any gratuity or tip you wish to pay the disc jockey for an outstanding performance is certainly appreciated.

Q. What if we want the disc jockey play longer?  
A. Notify the disc jockey at least 15 minutes prior to the scheduled ending time. Rates are as listed in your service contract and are due prior to the start of the additional playing time.

Q. What if there is a song we want played that is not on the song list?  
A. Feel free to list your request(s) in Section 6 and we will attempt to find it. Requests must be made 14 days prior to event date.

Q. What if there is a song that we have on our own CD that is not on your list, can we bring it?  
A. Yes. Mark your CD so that it can be returned to you.