

SOUND EMOTION ENTERTAINMENT

for your complete DJ needs

39 Johnathan Rd Lake Zurich, IL 60047

(847)452-5518

Party Planning Sheet

SOUND EMOTION ENTERTAINMENT HAS TWO GOALS:

1. To make sure that at your dance everything runs smoothly and according to your plans.

2. To make sure that all of your guests have a great time.

Filling out this planning sheet will help us meet these goals.

PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 30 DAYS PRIOR TO YOUR EVENT

GENERAL INFORMATION

Name _____ Phone # Work _____

Home _____

E-mail _____

Address _____

Date of Event _____ Number of Guests _____

Location Address/Directions _____

Please circle how you would like your DJ to dress: Tux Suit

Other(Exp)_____

SET UP TIME

Your DJ would like to begin setting up at least 1 hour prior to the start of your event.

Please have one 6 or 8 foot table placed where you would like the DJ to perform. If early set-up is required, please contact our office.

Starting time of event _____ Ending time _____

Time guests will arrive? _____ Time dinner will be served? _____

MUSIC VARIETY

Please check the music styles you desire:

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

Please write down any specific songs you would like your DJ to play:

TITLE AND/OR ARTIST

TITLE AND/OR ARTIST

ICEBREAKERS (AUDIENCE PARTICIPATION DANCES)

Your DJ has been trained to help your Guests become part of your celebration through the use of icebreaker dances. Please circle the icebreaker dances you want performed at your event:

- | | | | |
|------------|---------------|-----------------|---------------|
| Macarena | Chicken Dance | Electric Slide | Cha Cha Slide |
| Conga Line | Hokey Pokey | Cotton Eyed Joe | YMCA |

ANNOUNCEMENTS

Please list any specific announcement that you would like your DJ to make during your event. _____

Please list any other information that you believe your DJ should be made aware of. _____

THANK YOU FOR BOOKING WITH

SOUND EMOTION ENTERTAINMENT

Please return this sheet at LEAST 30 DAYS PRIOR TO YOUR EVENT.

We're looking forward to entertaining you!