

Event Planner

Complete Music 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 event planning sheet will help us meet these goals

General Information

Your Name _____ Phone # Work/Cell _____
Date of Event _____ Phone # Home _____
Type of Event _____ E-Mail _____
Number of guests _____
Address _____

How would you like your DJ to dress? Tux Suit Semi-formal Other

DJ personality you'd prefer Very Outgoing Moderately outgoing Easygoing

Set-Up Time

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

Please have one table (at least six feet in length) placed where you would like the DJ to perform.

What time is your event? Start? _____ End? _____

What will you be serving? Hors D'oeuvres Sit-Down Dinner Buffet Approximate Time _____

What time will the guests arrive? _____ Would you like your DJ to set up before your guests arrive? Yes No

(Early set-up time is available; please call your Complete Music representative for details.)

Music Variety

Your DJ may 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 event

- | | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> 50's | <input type="checkbox"/> 60's | <input type="checkbox"/> Club/Techno |
| <input type="checkbox"/> 70's | <input type="checkbox"/> 80's | <input type="checkbox"/> 90's | <input type="checkbox"/> Polkas |
| <input type="checkbox"/> Top 40/Current | <input type="checkbox"/> Country | <input type="checkbox"/> Rock & Roll | <input type="checkbox"/> Waltzes |
| <input type="checkbox"/> Soul/Hip Hop/Rap | <input type="checkbox"/> Alternative | <input type="checkbox"/> Big Bands | |

Please select from our song catalog and write below some of the songs you know you would definitely want your DJ to play.

You can also view our song listing online at www.cmusic.com. Keep in mind your DJ can play between 60-70 songs in a 4 hour period.

Would you wish to bring music from your personal CD collection? Yes No

ICEBREAKERS

Your Complete Music Disk Jockey has been trained to help your guests have fun and become part of your celebration through the use of Icebreaker Dances. If you are unsure of what an icebreaker dance is, please contact your representative.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Kids Dance | <input type="checkbox"/> Pass the Buck | <input type="checkbox"/> Chicken/Bird Dance | <input type="checkbox"/> Happy Couples Dance |
| <input type="checkbox"/> FYI | <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Cha-Cha Slide | <input type="checkbox"/> Rope-A-Dope |
| <input type="checkbox"/> Country Line Dances | <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Conga Line | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Circle Salute | <input type="checkbox"/> Macarena | |
| <input type="checkbox"/> Flying Dutchman/Butterfly | <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> Shout | |
| <input type="checkbox"/> Slow Ladies Choice | <input type="checkbox"/> Macho Men | <input type="checkbox"/> Remedial Dance | |
| <input type="checkbox"/> Twist | <input type="checkbox"/> YMCA (With Props) | <input type="checkbox"/> Snowball Dance | |

Others you may have seen that are not listed

Special Announcements, Dedications, or Requests

We're happy to announce birthdays, anniversaries, or any other special occasion or, if you like, you can use our microphone for your own announcements

Comments

Spotlight Songs & Dedications

Examples: Anniversary couple, Homecoming Royalty, etc.

Special Song & Artist _____

Dedicated to _____

Special Song & Artist _____

Dedicated to _____

Theme _____

Trivia

We're happy to provide trivia for you and your guests to enjoy at your anniversary or reunion.

Anniversary Year _____

Graduation Year _____

Thanks again for booking Complete Music!