



Complete Music[®]
DISC JOCKEY SERVICE

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 reception planner will help us meet these goals.

CONTACT INFO

NAME _____

PHONE # _____ WK # _____

EMAIL _____

GENERAL INFO

EVENT DATE _____

CITY (OF EVENT) _____ STATE (OF EVENT) _____

EVENT TYPE _____

EVENT LOCATION _____

DIRECTIONS TO LOCATION _____

DJ PROFILE

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

Other(explain): _____

- What type of DJ personality do you prefer? Outgoing Moderate Easy Going

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 placed where you would like the DJ to perform.

If early set-up is required additional charges may apply.

Starting Time of Event: _____ Ending Time of Event: _____

Time Guests Will Begin Arriving: _____

MUSIC VARIETY

Your DJ may take requests from your guests, but will only play requests that fall into the music style you desire. Please select the music styles you want played at your event.

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

Please select from our song list and write some of the songs you would like your DJ to play during your dance. _____

ICEBREAKERS

Your DJ has been trained to help your guests become part of your celebration through the use of Ice-breaker Dances. Please select the Ice Breaker Dances you want performed at your event:

- | | |
|---|--|
| <input type="checkbox"/> Macarena | <input type="checkbox"/> Locomotion |
| <input type="checkbox"/> Bird Dance | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Circle Two | <input type="checkbox"/> Snowball Dance |
| <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Conga Line |
| <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Shout |
| <input type="checkbox"/> Macho Man | <input type="checkbox"/> Flying Dutchman/Butterfly |
| <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Country Line Dances |
| <input type="checkbox"/> Slow Ladies Choice | <input type="checkbox"/> Hokey Pokey |
| <input type="checkbox"/> Twist | <input type="checkbox"/> Remedial Disco/YMCA |

Others you may have seen but are not listed: _____

Your DJ will only use the Icebreakers necessary to keep your event lively. Any icebreakers that are not marked may be used. Please list any other comments you may have concerning these dances: _____

ANNOUNCEMENTS OR REQUESTS

We're happy to announce birthdays, anniversaries, or any other special occasion:

SPOTLIGHT SONGS & DEDICATIONS

Examples: Anniversary Couples Song, Prom Theme Song, Reunion Class Song
(please select title and artist from our song list)

Special Song: _____ Dedicated To: _____
Special Song: _____ Dedicated To: _____

TRIVIA

We're happy to provide trivia for you and your guests to enjoy at your event.

Anniversary Year: _____ Graduation Year: _____

Thanks again for booking Complete Music!



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