

Mary Ann *productions*

disc jockey entertainment wedding/event planning

Event Planning Worksheet

(Please return within four weeks of your occasion)

Customer Name or Company Name: _____

Type of Occasion: _____ Event Date: _____

Event Location: _____

Name of Banquet Room: _____(circle) main-level upstairs downstairs

Guest Arrival Time: _____ Dinner Start Time: _____

Banquet Manager's name & phone number: _____

Who should the Disc Jockey see about collecting any balance due? _____

Disc Jockey Attire: Formal/Tuxedo _____ Other: _____

Special announcements before, during, or after dinner? _____

In the past, I have been asked if you are **required** to provide a meal for the Disc Jockey. OF COURSE NOT! We are always flattered to be included in your dinner plans, and thank you in advance for including us if you should choose to. Please provide a place card for the DJ to help them know where you would prefer them to sit.

Crowd Participation Dances:

(Please circle if desired)

Chicken Dance	Hokey Pokey	Detroit Hustle	Macarena	Limbo
Cha Cha Slide	Locomotion	Time Warp	The Twist	Y.M.C.A.

Special Music Requests:

You are welcome to provide a list of "PLAY" and "DON'T PLAY" song selections for the Disc Jockey. Please limit your list to no more than twenty (20) selections, allowing time for the DJ to take requests from your guests and blend in other appropriate selections.

Party Props:

Party accessories can be provided at your event for an additional charge. Hats, light ropes, noise makers, etc... Prices vary depending on the selection and quantity of the order. Please ask for details.