



# Event Planner

*Return no later than three weeks before the event*

## Big Brothers Productions has two goals:

1. To make sure that at your event 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 your goals.

## General Information

Contact Name: \_\_\_\_\_ Phone: Daytime: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Evening: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Number of Guests Approx.: Adults: \_\_\_\_\_ Children: \_\_\_\_\_  
Guest Age Ranges:  1-16  17-30  31-45  46-60  61+  
Location Address/Directions: \_\_\_\_\_

## Set-Up Time and Instructions

We would like to begin setting up at least one hour prior to the start of your event.

Please have two tables (at least 6 feet in length) placed where you would like the DJ perform. The area should be at least six (6) foot by six (6) foot for Big Brothers Productions main setup, space for setting up speakers, a 120-volt outlet (3-prog grounded with at least 15 amps available) from a reliable power source within 50 feet (along the wall) of the set-up area.

Guest Arrival Time: \_\_\_\_\_ Will a dinner/buffet be served?  Yes  No If yes, approximate time: \_\_\_\_\_  
Style of Food Service: \_\_\_\_\_ # of courses (including dessert): \_\_\_\_\_  
Special Instructions Regarding Music Being Played During the Meal:  
\_\_\_\_\_  
Will food be provided for the DJ(s)?  Yes  No



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## Music Variety

We will take request from your guests and play ONLY requests based upon YOUR music style selections. Please select the music styles you would like played at your event.

- Complete Variety       Top 40       90's       80's       70's       60's
- 50's       Big Bands       Light Jazz/Instrumental       Polkas       R & B       Latino
- Contemporary Country       Country Oldies       Alternative Music/Rap/Hip-Hop       Club Dance Music
- Christmas Music       Other \_\_\_\_\_

**Interactive Dances (Ice Breakers) we are trained to help your guests have fun and become part of the celebration through the use of these dances. We can help your guests learn these dances, if necessary.**

- Cha Cha Slide     Electric Slide     Reggae Cowboy     YMCA     Macarena     Chicken Dance
- Hokey Pokey     Bunny Hop     Locomotion     Twist    Other Party Dance Requests: \_\_\_\_\_

Please write below some of the songs you know you definitely want us to play. Please keep in mind your DJ can play between 45-60 songs in a 4-hour period. Please attach additional sheets if necessary.

TITLE AND/OR ARTIST

TITLE AND/OR ARTIST


Do you wish to bring music from your personal CD collection:     Yes     No

**DO NOT PLAY SONGS OR ARTISTS LISTED BELOW** (Attach additional sheets, if necessary)

If there are specific songs and/or artists that you **DO NOT** want played at the reception, list them below and/or attach separate page.

TITLE AND/OR ARTIST

TITLE AND/OR ARTIST




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## 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, Last Dance, etc.)

Special Song & Artist: \_\_\_\_\_

Dedicated to: \_\_\_\_\_

Special Song & Artist: \_\_\_\_\_

Dedicated to: \_\_\_\_\_

Special Song & Artist: \_\_\_\_\_

Dedicated to: \_\_\_\_\_

## Additional Information/Instructions

Please provide us with any additional information or instructions to help us customize our service to your event needs.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Thanks again for booking Big Brothers Productions! We look forward to entertaining you!*