

The Event Connection

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Event Planning Guide

*please print or type legibly

Event Date: _____ Type of Event: _____

Name: _____ Please Return By: _____

Tel#: _____

EVENT INFORMATION

1.) This event is taking place...**INDOORS** **OUTDOORS** (Circle One)

2.) Will an entrée be provided for the DJ/MC? **YES** **NO**

3.) What time will guests arrive? _____ Seated for dinner (approx.) _____

4.) Approximate number of guests _____ Primary Age Group _____ TO _____

5.) Venue/Location of Event: _____

_____ Venue Contact: _____

6.) Name(s) of Guest(s) of Honor: _____

MUSIC FORMAT

Please check the types of music you feel you & your guests would enjoy throughout your event.

Current Top 40

Adult Contemporary

Rock & Roll (80s & 90s)

Classic Rock (70s)

Oldies (50s & 60s)

Motown

Hip Hop

Alternative

Disco

Rhumba

Big Band/Ballroom

Waltzes

R&B/Funk

Country

Rap

Latin (Specify)

Tango Cha-Cha

Samba

Polkas (Specify) _____

Electric Slide

Macarena

Merengue

- Will there be any special ceremonies or formalities that may require our assistance? If so, please explain and provide an approximate timeline and agenda.
