



# EVENT INFORMATION SHEET

\*Please fill out both pages

\*Return 30 days prior to event

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Address of Hall: \_\_\_\_\_ Hall Phone #: \_\_\_\_\_  
 Day of Event: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_  
 Food Served: Yes No If yes, will DJ be invited to eat? Yes No

Earliest time hall will be available for DJ setup: \_\_\_\_\_ Guest Arrival Time: \_\_\_\_\_  
 Type of Loading Access to Reception Room:  
 Ground Level  Stairs  Elevator  
 Music Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
 Attire for the DJ:  
 Formal (tux)  Casual (  polo shirt/slacks  Jump Start T/khakis)  Theme \_\_\_\_\_

Tentative Schedule of Events:  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Please list any additional comments or special song requests:  
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To reserve your date:

- Return the signed agreement with a deposit if required
  - Fill this information sheet out completely
  - MAKE COPIES of this sheet for yourself and send us the original at least 30 days prior to the event!
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Please staple or draw a detailed map to event from Lansing in the space provided below

We will need the following:

1. At least one 6 or 8 foot rectangular table (with table cloth & skirt)
  2. One electrical wall outlet (within 30 feet of DJ table)
  3. DJs prefer NOT to be on risers or portable stage
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Comments:

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