



SCHOOL 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 #: _____

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:

Please list any additional comments or special song requests:

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:
