

# Sound Sensations

## DJ's on the GO

### Event Planning Guide

#### GENERAL INFORMATION:

Contact Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Company Name (If applicable)  
\_\_\_\_\_

Work Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Times: \_\_\_\_\_ To \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Setting  Indoors  Outdoors

Event Location: \_\_\_\_\_

What Floor is room on \_\_\_\_\_

Room Name: \_\_\_\_\_

Is there an elevator?  Yes  No

Guests Arrival Time: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Type of Attire: \_\_\_\_\_

Photographer: \_\_\_\_\_ Videographer: \_\_\_\_\_

#### If Applicable

Guest of Honor(s) Arrival: \_\_\_\_\_

Is this a surprise  Yes  No

Guest of Honor(s) Name: \_\_\_\_\_

Age \_\_\_\_\_ (Birthday Party Only)

#### EVENT HIGHLIGHTS

Cocktail Hour

Toast By Who \_\_\_\_\_

Blessing By Who: \_\_\_\_\_

Dinner/Bufferet Served: \_\_\_\_\_ (Time) Dinner Style:  Individually Served  Buffet Style

Dancing Begins: \_\_\_\_\_ (Estimated Time) Any Special First Song: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_