Logo, company name

Description automatically generated

**Corporate Event DJ/MC MUSIC SERVICES WORKSHEET**

Our objective is to provide you with the best event and music. To aid us in customizing your event and music, please fill out the following questionnaire and return by E-mail no later than 3 weeks prior to your event. Your DJ will contact you prior to your wedding to answer any questions you may have and to discuss your event in detail with you. **Please edit this document, rather than printing and writing in your choices.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name |  | | Type of Company: | |
| Name: |  | |  | |
| Phone Numbers: |  | |  | |
| Type of Function: | Winter Event Christmas Party Other: | | # Of Guests: | |
| Day: | Date: | Start Time: | | End Time: |

**Vendors**

|  |  |
| --- | --- |
| **(Please list Company Name)** | |
| Photographer:  Start time: Ending: | Video:  Start time: Ending: |
| Photo Booth:  Start time: Ending: | Other: |

Are there any special photo’s during the event? (i.e. group picture of all your guests, sunset picture)

**COCKTAIL INFORMATION**

**For Cocktail hour and Dinner music please pick a genre/style rather than providing a list.**

Soft Contemporary Jazz Lite Classic Rock Country Motown/RnB DJ Choice Other:

\*\*PLEASE NOTE: If we will be providing the music for the cocktail and it will be in a different location than the party, there may be an additional charge for the additional system.

The Cocktail hour is Hosted Non-Hosted (Hosted-you are paying, Non-hosted, your guests pay per drink)

If the Cocktail hour is hosted, is it a Full Open bar Well DrinksBeer & Wine only

If you are hosting the bar, are you hosting All night or only for the Cocktail hour only

What time do you wish to invite the guests to find their seats?

Will there be a Welcome Speech (Traditionally given by CEO) YES NO

|  |
| --- |
| Given by: |

Will there be a Blessing Prior to Dinner YES NO

|  |
| --- |
| Given by: |

**Dinner Service**

If you have a buffet dinner your DJ will release the tables. Music during dinner can be a continuation of your Cocktail hour music, or a different style:

Soft Contemporary Jazz Lite Classic Rock Country Motown/RnB DJ Choice Other:

What time is Dinner is scheduled to begin \_\_\_\_\_\_\_\_ and the meal is Plated Buffet.

**Toasts**

Toasts can take place prior to, or after dinner. You are welcome to schedule whomever you want. We do recommend limiting formal toasts to 3 to 4 people.

Would you like toasts to be Prior to Dinner After Dinner

Preferred Order:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| Additional Toasters: | |

Do you want the DJ To invite your guests to make a toast (Open Mic) YES NO

Will there be a Video / Photo Slideshow YES NO Person setting up the video?

**Video Technician is available for an extra fee, please consult with your DJ to make the arrangements!!**

When will the video be played During Cocktails During Dinner After Dinner

Do you want any specialty games, songs, etc. YES NO

If YES, who will MC the games, songs, etc. DJ Other:

Please describe what games, song, etc. you want:

Will there be any outside entertainers or musicians during the reception YES NO

If YES, Will they need additional Microphones or Equipment YES NO

**ACTIVITIES & GAMES**

Please select activities that you would like to do

Balloon Stuff (Group 6 Max)  
Balloon Tower (Group 12 Max)  
Basketball Toss (1 Winner)  
Coke & Pepsi (2 Winners)  
Cup Tower (Group 12 Max)  
Hoppy Ball Race (Group 12 Max)  
Hula Hoop Challenge (1 Winner)  
Limbo (1 Winner)  
Mummy Wrap (Group 4 Max)  
Name That TV Show (2 Winners)  
Name That Movie (2 Winners)  
Scavenger Hunt (1 Winner)

Other please specify

Please select any line dances that you would like to do

Beat It

Cha Cha Slide

Chicken Dance

Cotton Eyed Joe

Cupid Shuffle

Electric Slide

Gangnam Style

Hokey Pokey

Macarena

Soulja Boy

Teach me how to Dougie

Thriller

We Like to Party

Wobble

YMCA

Things to remind your guests about **(Please highlight reminders)** Guestbook, Cameras on the Tables, Wine Bottle to Sign, Photobook, Coffee Station, Candy Bar, Gelato Cart, Chocolate Fountain, Shuttles, Social Media #'s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Special instructions: |

|  |  |  |
| --- | --- | --- |
| Final Song of the Night: | (Artist - Title) | DJ Choice |

Are you planning on having an After Party YES NO Announce the location YES NO

Location of the After Party:

**EXTRAS**

If interested in adding the following, please call us for pricing & availability:

Company Logo Monogram Light:

Club Light Package (Aimed at the dance floor)

Karaoke

Photo Booth

Photo Montage

Props (hats, sunglasses, glow/blinkies)

LED Screen Rental

Subwoofer

Up-Lighting

Video projector, screen & DVD

Other –

**Dance Music Information**

Below is a list of music categories. Your DJ will consult with you to determine your wishes using this information. Please fill it out as thoroughly as possible. The standard is to play a variety from all these genres during your event. For full variety, please check that selection (Full Variety). For a greater emphasis in a particular category, please indicate this by checking applicable the box(es). If you do not want one or more of the categories, please cross it off.

Full Variety Big Band Oldies 50's-60's Motown Disco Funk 80's New Wave 80's Dance 80's Hip Hop 90's Dance 90's Hip Hop

2000's Dance 2000's Hip Hop 2010's Dance 2010's Hip Hop Country Classic Rock Current Top 40 Hip Hop Bay Area

Salsa Merengue Cumbia Bachata Banda Cha Cha's

DO NOT PLAY LIST: (Artist - Title or Style)

ACCEPTABLE Songs if a guest Requests them: (Artist - Title)

Musical REQUESTS: (Artist - Title) (If you wish to have a remix played, please be as specific as possible)

(For Conservative or Religious groups, please provide a play list of acceptable songs)

|  |  |  |  |
| --- | --- | --- | --- |
| 1 |  | 15 |  |
| 2 |  | 16 |  |
| 3 |  | 17 |  |
| 4 |  | 18 |  |
| 5 |  | 19 |  |
| 6 |  | 20 |  |
| 7 |  | 21 |  |
| 8 |  | 22 |  |
| 9 |  | 23 |  |
| 10 |  | 24 |  |
| 11 |  | 25 |  |
| 12 |  | 26 |  |
| 13 |  | 27 |  |
| 14 |  | 28 |  |

**Any additional information left out?**

For continuous improvement, please share any feedback on this form with us. Thank you!

\*\*PLEASE NOTE: FOR OUR PLANNING PURPOSES, THIS FORM WILL BE LOCKED 2 WEEKS PRIOR TO YOUR EVENT DATE. Any changes that need to be added after your account has been locked will need to be communicated to our office directly.Bottom of Form

**Enhancements you can add with us! Ask for pricing and availability.**

**Availability on some Enhancements are on first come, first served basis, so don’t miss out.**

**We do book these Enhancements on a separate contract.**

[**\*Uplighting: $595 per 10**](https://www.allfamilyevents.com/lighting)

Choose the perfect color for the room and for dancing

they can add excitement as they change colors.

As a show or to the beat of the music. [(link)](https://www.allfamilyevents.com/lighting)

[**\*DJ Dance Lights Event-BAR 6: $295 ea.**](https://www.allfamilyevents.com/lighting)

Is the ultimate 6-in-1 lighting system including wash lights

and strobes for better color mixing and effects. [(link)](https://www.allfamilyevents.com/lighting)

[**\*Dancing on the Clouds: $495**](https://www.allfamilyevents.com/dancing-on-the-clouds)

Our Cloud machine is a movie set grade machine, used in movie making. We will bring it in, sets it up, runs it for the

'specialty' dance and then takes it away. [(link)](https://www.allfamilyevents.com/dancing-on-the-clouds)

[**\*Static Monogram: $395**](https://www.allfamilyevents.com/monogram)

Light with your name on it, we can do names or initials & more. These normally shine on the wall, or on the dance floor. [(link)](https://www.allfamilyevents.com/monogram)

**\*Bubble Machine: $125 or $145**

One time use only $125, and all night $145. Great for end of Ceremony and/or Entrances in the room to run through, and/or as your guests to escort you out at the end of the night. It a nice replacement to sparkers, as some venues don’t allow sparkers.

**Cold Sparkler Fountains: $595.00 for 2 Sparklers**

Great for end of Ceremony or End of the Night. (Outside Only)

**Moving Heads with Totems: $595**

Fitted with a 100 W LED, Dual rotating prisms split the beam for great effects. For a true Nightclub Atmosphere.

**\*Snow Machine: $295**

Provides the effect of snow. Meaning that the machines come with a snow fluid solution that, looks like falling snowflakes.

Have “*Snow on Main Street*” like at Disneyland, at your event.

**\*Wash Light: $125 ea.**

Turn off the house lights and make the room any color

to match your envision.

**Rotosphere: $95.**

Picture a reverse mirror ball with LED lights shining out.

**\*UV Black Light: $125 ea.**

Glow in the Dark Event.

**\*Cornhole Boards Set: $95.**

4'x2' Regulation Size Wooden with LED Ring Lights.

Set up and tear down.

**\*Cotton Candy Machine:**

Ask for pricing and availability. Everything needed with 2 Flavors: Vanilla, Blue Raspberry. Includes set up breakdown.

We wear food gloves while serving.

**\*Projector 5500 Lumens: $345**

All the wiring needed to connect it,

just bring your laptop and we can connect it.

**\*Projector 5500 Lumens & Screen: $395**

Projector Screen, 84-inch 16:9, Manual Floor Pull Up

Scissor Backed Portable Event Screen.

**\*32”or 48" Full HD LCD display:**

Ask for pricing. This is perfect for Video, or

Photo Slideshow to run all night on.

**\*Photo Booth:**

Ask for pricing and availability,

we have several and they get reserved fast!

**\*Karaoke Package: $325**

Over 16,000 songs, 2 Karaoke Microphones

with stands, and mixing board.

**\*S'mores Fire Pit: $125.**

We bring the fire, and you bring the supplies. (Outside Only)

**\*CO2 Cryo:**

Ask for pricing.

For End of Ceremony, or Grand Entrance, or Dancing.

**\*Wireless Microphone: $175 ea.**

Sennheiser Pro Audio Vocal, or Lavalier, Wireless Microphone.

**\*Subwoofer: $145 ea.**

QSC Subwoofer KW181 1000 Watts of Deep Bass.