



DJ PLANNING WORKSHEET

Client Name	
Email Address	
Phone Number	
Event Date	
Venue Name	
Venue Contact	
Venue Address	
Venue Phone Number	
Event/Banquet Manager	
Event/Banquet Email	
Event/Banquet Phone	
Name of Room at Venue	
Circle 1 (5 most, 1 least)	
How Interactive and Vocal	1 2 3 4 5
Play Requests?	Yes No

Average Age of Group	20s-30s	30s-40s	40s-50s	50s-60s	60s-80s	Mixed
Number of Expected Guests	Under 50	50-100		100-250	250+	
Music Styles Preferred (Circle All that Apply)						
	2000s-Today					
	80s-90s					
	70s rock					
	70s R&B					
	Oldies					
	Slow Dancing					
	Vocalists- Easy Listening					
	Big Band					
	Mix it Up!					
Event Time						
DJ Arrival Time for Setup						
Event End Time						
Will DJ Be Fed	Yes	No				
Other DJ Comments						

Email Form to paul@nusparkpartydj.com 2 weeks prior to event