



Moonlight DJ

Planning Guide & Tips

Special Event

We encourage our Special Event Clients to complete this planning guide and forward it to Moonlight DJ Entertainment for review and appropriate planning for your special day.

(Please Print)

Contact Phone () -

Client's Name _____ Email Contact _____

Company/Organization _____

Event Type _____

Event Date _____ Location _____

Event Location Address _____

Event Venue Contact / Phone _____

EVENT INFO:

Moonlight DJ Entertainment Attire: *Please Specify*

- Formal (Tuxedo) Semi-Formal (Suit/Shirt/Tie)
 Business Casual (Khaki Pants/Button Down or Polo Shirt) Casual (Jeans/Polo)
 Special Theme/Other (ie. Lau) _____

DJ Location(s): (please check all that apply)

- Indoors Outdoors Upstairs Downstairs On Stage/Platform

What time is the event scheduled to start? _____ AM / PM and end? _____

What time are guests expected to arrive? _____ AM / PM

If applicable, what time is the guest(s) of honor expected to arrive? _____ AM / PM

Are you having cocktails and/or hors d'oeuvres? _____ Start Time: _____ AM / PM

Are you having dinner? _____ Start Time: _____ AM / PM Buffet Sit Down

Primary Age Group? _____ to _____ How many guests are expected to attend? _____

Will you be utilizing Moonlight Picture and/or Video Montage and/or Moonlight Messaging Options? _____

If yes, your preferences, space permitting (please check all that apply):

COCKTAIL HOUR DINNER BOTH

Does the event have a **special theme** to it? _____ If yes, what is it? _____

Does the event have a **special theme song(s)** to it? _____ If yes, please note title(s) and artist(s)

COCKTAIL / DINNER MUSIC:

Moonlight DJ will work with you closely to play your desired and preferred music types and specific songs. This section will help serve as a guide in our planning with you.

Please note **C** for preferred during Cocktail Hour and/or **D** for Dinner:

Big Band **Classical** **Light Rock** **Jazz** **Variety**

Other: _____

DANCE MUSIC:

Please check off your preferences and note your top 3:

<input type="checkbox"/> 80's Retro	<input type="checkbox"/> Hard Rock	<input type="checkbox"/> R&B
<input type="checkbox"/> Alternative	<input type="checkbox"/> House	<input type="checkbox"/> Rap
<input type="checkbox"/> Big Band / Swing	<input type="checkbox"/> Latin Dance	<input type="checkbox"/> Rock & Roll
<input type="checkbox"/> Classic Rock	<input type="checkbox"/> Motown	<input type="checkbox"/> Waltz
<input type="checkbox"/> Current TOP 40	<input type="checkbox"/> Oldies	<input type="checkbox"/> Cultural _____
<input type="checkbox"/> Country	<input type="checkbox"/> Polka	
<input type="checkbox"/> Disco	<input type="checkbox"/> Pop	<input type="checkbox"/> Other _____

TOP 3!

1. _____ Would you like us to take requests from your guests? _____

2. _____ If a song from a music category listed above is requested by a Guest, however it is not checked, may we play it? _____

3. _____

SPECIALTY MUSIC:

Special Interactive / Theme Dance Requests suitable and/or applicable for your event and/or event theme:

(Please discuss with your DJ for fun options)

Request(s)	Title/Artist
_____	_____
_____	_____
_____	_____

EVENT SCHEDULE:

Does your event have a special program and/or order of events, speeches, announcements, awards, specialty entertainment? _____ We'll review your intended program and work with you to coordinate the desired Moonlight DJ Entertainment services to compliment your event.

If yes, please note your program and preferences:

Approximate Time:

Activity:

From _____ AM/PM to _____ AM/PM

From _____ AM/PM to _____ AM/PM

From _____ AM/PM to _____ AM/PM

From _____ AM/PM to _____ AM/PM

From _____ AM/PM to _____ AM/PM

From _____ AM/PM to _____ AM/PM

Special Announcements / Special Requests:

INTRODUCTIONS:

Do you have any special introductions to be made? _____ If yes, please note and discuss the phonetic pronunciations of each name to assist the MC with their proper introduction. Please also identify the order in which you would like the introductions.

Order Number Name and Title/Relation (if applicable)

COMMENTS / NOTES FOR THE DJ:

OTHER EVENT VENDOR CONTACTS:

Caterer (if different from the Event Venue Contact) _____

Photographer _____

Videographer _____

Special Entertainment _____

Whether we are working with our preferred entertainment partner, *Image Film Studio* or the vendor(s) you have selected, we will do our best to coordinate all the essential aspects of your special day to truly make it an event you will cherish for the rest of your lives.

This form is intended as a guide and for helpful tips. It is important that you review all aspects of this guide and all your desires and requests for your special day with **Moonlight DJ Entertainment.**

You may also use the **On Line Event Planning System** located on the Clients Page on our website www.moonlightdj.net. Here you can make specific "play" and "no play" requests and create your moonlight messages. You can also enable guests to make song and messaging requests prior to your event if you desire. We will provide you with an account number for your and if desired, guest access to the system.

Please don't hesitate to contact us if you have any questions. We'll go over everything with you as often as you need!

Thanks,

Andy

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