



Event Planning Sheet

7 Doug Drive

Shawnee, OK 74804
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FAX: 275-0375

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CELEBRATIONS ENTERTAINMENT HAS TWO GOALS:

- 1. To make sure that everything at your event runs smoothly and according to your plans.
2. To make sure that you and your guests have a great time.

Filling out this event planning sheet will help us meet these goals.

PLEASE COMPLETE AND RETURN THIS FORM TO US AT LEAST 15 DAYS PRIOR TO YOUR EVENT

GENERAL INFORMATION

(Please Print)

Clients Name, Person in charge of event, LocationAddress/Directions, Wk. Phone#, Hm #

SET-UP TIME

CELEBRATIONS ENTERTAINMENT would like to begin setting up at least an (Hour & a half) prior to the start of your Event. Please have space designated near an AC outlet where you would like the DJ to perform.

If early set-up is required please contact our office or indicate on this line

STARTING TIME OF EVENT, ENDING TIME OF EVENT, WHAT TIME WILL GUEST BEGIN ARRIVING, IS OVERTIME ANTICIPATED?

MUSIC VARIETY

Please check the music styles you desire:

Complete Variety, Alternative, Waltzes, Top 40, 50's, 60's, 70's, Classic Country, New Country, 80's, 90's, Rap, other:

Please indicate below any special song request and when you would like it played

Are audience participation songs desired: yes no, Line dances (specify), YMCA, Macarena, Chicken dance, other not listed:

Special Effects (Fog, Lights, Etc) will be used only at indoor or outdoor (night) events at no extra charge if desired Yes No

Moderate lighting only

If dinner will be served at your event, will your Dj be served or should he make prior eating arrangements?

Please circle the DJ personality you prefer: Outgoing Moderate Other/explain:

HOW DID YOU HERE ABOUT CELEBRATIONS ENTERTAINMENT?

THANKS AGAIN FOR BOOKING CELEBRATIONS ENTERTAINMENT

If you have any questions or comments Please feel free to contact our office at any time (405) 275-0375 or 275-3873

PLEASE RETURN THIS EVENT PLANNER NO LATER THAN 15 DAYS PRIOR TO YOUR EVENT