



P.O. Box 14838
 Baton Rouge, LA, 70898
 Phone #: 225-202-4383
 Toll Free # 800-639-5186
 Fax # 509-691-9499
 email: dax@dj-dax.com
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"Exceptional Disc Jockey Entertainment"

CORPORATE EVENT PLANNER PAGE 1

GENERAL INFORMATION Contact Name: _____ Organization: _____ Mailing Address: _____ City, State, Zip: _____	Home Phone: _____ Work Phone: _____ Cell Phone: _____ Fax: _____ Email Address: _____
EVENT LOCATION/VENUE INFORMATION Venue Name: _____ Venue Address: _____ City, State, Zip: _____ <i>Please provide driving directions to the dance at the bottom.</i> Venue Contact Name: _____ Venue Phone: _____	Room Name: _____ Venue Type: _____ <i>banquet facility, hotel, church hall, etc</i> Venue Setting: _____ <i>indoors, outdoors, both</i> Venue Floor: _____ <i>on which floor is your event?</i> Parking for DJ: _____
EVENT INFORMATION Event Day and Date Day _____ Date _____ DJ Start/End Times Start _____ End _____ Guests begin arriving at what time? _____ Earliest time DJ may begin set up? _____	Type of Event: _____ Number of guests attending the event: _____ Age range of guests: FROM _____ TO _____ Please circle appropriate guest attire level for the event: <i>Casual Semiformal Formal Black Tie Costume</i>
EVENT LOCATION DRIVING DIRECTIONS <i>Please provide driving directions to the event using this space and the space to the right. Thank You.</i> _____ _____ _____ _____ _____	_____ _____ _____ _____ _____



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CORPORATE EVENT PLANNER PAGE 2

MUSIC SELECTION

Ordinarily, the music determines the success of the event. Songs with tremendous *mass appeal* will motivate your guests to participate and dance. Using your responses to the following questions, together with accepting requests and our ability to read the crowd, we will provide the perfect mix of music that appeals to everyone. Download our latest songlist at djdax.com

Part 1: Rate each category using a scale of 1 to 5 (1=Best), in terms of what will appeal to most guests.

TECHNO ___ TOP 40/POP ___ ALTERNATIVE ___ LINE DANCES ___ COUNTRY ___ R&B ___
 DISCO ___ OLD SCHOOL RAP ___ SLOW SONGS ___ PARTY RAP ___ JITTERBUG ___ CAJUN ___
 OLDIES ___ MOTOWN ___ PARTY RAP ___ CLASSIC ROCK ___ SWAMP POP ___

Part 2: Please select the participation dances you would like to include at the event, or select "DO NOT INCLUDE ANY".

BUNNY HOP ___ HARLEM SHUFFLE ___ FOOTLOOSE ___ FREEZE ___ ELECTRIC SLIDE ___
 MACARENA ___ WATERMELON CRAWL ___ CHICKEN DANCE ___ STROKIN ___ WALK LIKE RONALD ___
 LIMBO ___ CHA CHA SLIDE ___ COTTON EYED JOE ___ BOOT SCOOTIN BOOGIE ___
 HOT HOT HOT ___ HOKEY POKEY ___ LET DJ DECIDE ___ DO NOT INCLUDE ANY ___

Part 3: Please list at least 10 songs that must be included during the event. Use page 4 for additional requests.
Do not use this section to list specific songs such as dinner music, theme song, toast or last dance, etc.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Part 4: Please list the types of music and/or individual songs not to be included during the event. Please see our policy on music with "dirty lyrics" below.

Part 5: **No Dirty Lyrics policy:** We have a "no dirty lyrics" policy for all events. Uncensored music is available, but only at the request or approval of the person that hired us and if there is no one under age 18 present.



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CORPORATE EVENT PLANNER PAGE 3

HIGHLIGHTS OF THE EVENT

Skip the questions that do not apply to your event.

Cocktail music needed? YES_____ NO_____ LET DJ DECIDE_____

Please specify cocktail music type:_____

Dinner Music Needed? YES_____ NO_____ LET DJ DECIDE_____

Please specify dinner music type:_____

Will someone give a speech? YES_____ NO_____

Speech by whom: _____

Specific request for first song of event? YES_____ NO_____

Please specify first song of the event:_____

Specific request for last song of evening? YES_____ NO_____

Please specify last song of the evening:_____

Is there a theme to the event? YES_____ NO_____

Please specify theme name, theme song and artist:_____

Please specify approximate time for following highlights:

Guest of Honor Arrival:_____

Cocktails:_____

Dinner Served:_____

Speech:_____

Toast:_____

First Song of Event:_____

Theme Dance:_____

Last Song of Evening:_____

Please specify any announcements you would like us to make:

ADDITIONAL INFORMATION



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CORPORATE EVENT PLANNER PAGE 4

ADDITIONAL MUSIC REQUESTS

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |
| 25. _____ | 26. _____ |
| 27. _____ | 28. _____ |
| 29. _____ | 30. _____ |
| 31. _____ | 32. _____ |
| 33. _____ | 34. _____ |
| 35. _____ | 36. _____ |
| 37. _____ | 38. _____ |
| 39. _____ | 40. _____ |
| 41. _____ | 42. _____ |

Return this completed corporate event planner to djdax.com by either mail or fax.

U. S. Mail: djdax.com, Attn: Event Planning, P.O. Box 14838, Baton Rouge, LA 70898-4838
fax: 225-769-9331, Attn: Event Planning



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ADVICE AND IDEAS

What will encourage everyone to dance?

Dim the lights!

People are more likely party down when the lighting level is low. Sometimes, in the case of an afternoon event at a country club overlooking the golf course, this obviously is not possible. Daylight will definitely be a part of your event. Fear not, although an afternoon event is sometimes a bit more subdued, they can get just as crazy as the rest! Some of my most memorable events have been held in the afternoon.

Having a dance floor!

Any hard surface will do. Using existing carpet will initially make your guests hesitant to get involved.

Volume!

Have you ever wondered why the music at clubs is so loud? People need to hear the beat of the music over the tapping noise of their "dancing feet" against the floor. The same principle applies here: We keep the music at a level so people won't hear their footsteps. This is a great way to encourage people out to the dance floor who feel "they can't dance".

Using those interactive dances.

We know, sometimes folks just don't think "YMCA" is a right fit at an event. But it WILL break the ice and get everyone dancing. We hear "YMCA" and *all* those interactive dances *every week*. They work. But if they don't fit with your reception, don't fret. If we don't play it at your event, we'll hear it again soon!

What about the right music?

What do your guest want to hear? How can we guarantee everybody will have a good time? As far as your event goes, and excluding age specific events like school dances, you will probably have a wide age range of folks attending. It is our goal to play a wide variety of proven "good time" music that appeals to everyone. What usually works well is for the sponsoring group to pick about ten songs they really like. That way, we have an excellent idea of what they prefer, and it gives us the latitude of reading the crowd, and accepting song requests from guests. One other note, we play only "family-friendly" lyrics. Sometimes if a questionable song is a very big hit, we will play the edited version, or the version heard on the radio.

What do I tell the Reception Venue/Facility about the DJ?

Setup. You should position your DJ right on the dance floor, in full view of everyone. This insures the DJ will have a general overview of the entire event, and have full lines of communication to the banquet staff, photographer, etc. Try to avoid placing the DJ behind any guests. We don't want to blast them with a speaker.

Access. Ask your hall to make sure a large, sturdy table or skirted banquet table (your preference), and electrical outlets are readily available.