



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  
 web: [www.djdax.com](http://www.djdax.com)

*"Exceptional Disc Jockey Entertainment"*

## PRIVATE CELEBRATION PLANNER PAGE 1

<b>GENERAL INFORMATION</b> Contact Name: _____ Organization: _____ Mailing Address: _____ City, State, Zip: _____	Home Phone: _____ Work Phone: _____ Cell Phone: _____ Fax: _____ Email Address: _____
<b>EVENT LOCATION/VENUE INFORMATION</b> 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: _____
<b>EVENT INFORMATION</b> 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>
<b>EVENT LOCATION DIRECTIONS</b> <i>Please provide driving directions to the event using this space and the space to the right. Thank You.</i> _____ _____ _____ _____ _____	_____ _____ _____ _____ _____



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## PRIVATE CELEBRATION 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](http://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.

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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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## PRIVATE CELEBRATION 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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## PRIVATE CELEBRATION 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 private celebration planner to [djdax.com](http://djdax.com) by either mail or fax.**

U. S. Mail: [djdax.com](http://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.