



KEYSTONE
ENTERTAINMENT

893 Crane Avenue • Pittsburgh, PA 15216
Phone: 412-931-SONG (412-931-7664)
E-mail: keystoneentertainment@comcast.net

Special Event Questionnaire

Primary Contact: _____ Phone: _____

Other Contact: _____ Phone: _____

Email Address(es): _____

Date of event: _____

Type of Event: _____

Event start time: _____ Approx. end time: _____ Possible O/T: YES___ NO___

Event Venue: _____ Room/Building: _____

Event Venue Address: _____

Event Venue contact name(s): _____

Event Venue phone number(s): _____

Approx. # of guests: _____ Age range/ratio: _____

Will there be a formal introduction of the guest(s) of honor, and/or presenter(s)?
YES___ NO___

Guest(s) of Honor, if any: _____

☐ (To be announced at event)

Introduction or Theme Music (if desired): _____

Please describe HOW and WHEN you would like us to do this (feel free to attach a script if desired, or as many additional sheets of explanation as needed): _____

Any other special announcements at beginning of event and should they be done before or after any desired introduction(s)? YES___ NO___

Describe: _____

Do you wish to play any icebreaker/guest interaction games? YES___ NO___

Describe: _____

Will there be a toast(s)? YES___ NO___ If yes, by whom? _____

Additional toasts: _____ BD___ AD___

Blessing? YES___ NO___ By whom? _____

Please check all that apply:

Sit-down soup course___ Sit-down salad course___ Meal: Buffet___ or Sit-down___

(NOTE: If the meal is buffet-style, we simply need to know if any sit-down courses precede the buffet, so that we can avoid a faux pas when making announcements.)

If having a buffet, who will release guest tables? Venue___ Caterer___ DJ___
Event Coordinator___

Cake Cutting: Will any guest(s) of honor participate in a cake cutting? YES___ NO___

Describe: _____

Cake Cutting Song (if desired): _____

Desired first fast (dance) song to get the party started? _____

☐ (DJ Choice)

Do you want (fast) dance music before and after dinner, or only after? Before___
After___ Both___

Describe: _____

Please circle the styles of music that you like, and cross out the ones that you dislike:

(If no opinion for or against a style, leave blank.)

Current Top 40 (2010's): Pop Rock Hip-Hop R&B Rap Soul Country Big Band
Standards Soft Jazz Smooth Jazz Acid Jazz Top 40 Oldies: 40's 50's 60's
70's 80's 90's 2000's Classic Rock: 50's 60's 70's 80's 90's 2000's

Other _____

Old School Hip-Hop/R&B: 50's 60's 70's 80's 90's 2000's Motown Funk

Classic Country: 50's 60's 70's 80's 90's 2000's Bluegrass Rockabilly

Disco New Wave Punk Pop-Punk Shag Blues Reggae Ska New Age

Indie Techno Underground Dubstep

Other _____



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Photographer Name: _____

Videographer Name: _____

Event Colors: _____

Event Theme, if any: _____

Event Planner, if applicable: _____ I Need a Planner: _____

Are you interested in learning more about lighting and/or custom monograms for your event? YES___ NO___

Please feel free to elaborate: _____

(Male DJ) Attire Preference: Suit & tie___ Slacks w/button down & tie___ *Tux w/ black tie___

*Tux w/ white tie___ (*upcharge for tux) Casual/Summer (jeans, shorts, khakis)___ DJ Choice___

Other/Special Requests_____

(Female DJ) Attire Preference: Evening gown___ Cocktail dress___ Suit/Dress/Slacks___

*Tux w/ black tie___ *Tux w/ white tie___ (*upcharge for tux) Casual/Summer (jeans, shorts, khakis)___ DJ Choice___

Other/Special Requests_____

★Please feel free to offer as much or as little of the following input as you prefer:

- Any other announcements or dedications you wish for us to make during the evening.
- Any special instructions we should give the guests about any other activities at the event, or things they should do at their tables.

• Lists of:

1) **Up to 10 MUST HAVE songs that MUST BE played** for either cocktail hour, dinner, and/or dancing. (Please indicate when you would like to hear the songs to be used, if you have a preference – for instance, if you want a particular slow song for slow dancing later in the evening, make sure we know that, so it doesn't inadvertently get played at dinnertime, etc.)

2) **Any songs you DO NOT want to hear** on event day!

3) And finally, any songs that you might allow **ONLY** IF they are **requested by your guests**.

These lists are so that we know your favorites, plus any songs that you specifically do NOT like!

If a particular song is unspecified, but falls under your desired styles of music, it would be considered playable unless we are told **not** to play it. You may suggest *as many or as few* specific artists for your event as you wish, and have as much, or as little input, as you are comfortable with. We are very flexible!

- Please provide complete contact info, including any additional addresses or phone #'s of anyone else we may need, plus any **cell phone #'s we should have on the day of the event**.

If you have any questions about this questionnaire, or having trouble filling any part of it out, please feel free to call us anytime at:



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