



## SPECIAL EVENT CONTRACT DETAILS

Host/GOH1 \_\_\_\_\_

Host/GOH2 \_\_\_\_\_

*(If there are more than two guests of honor, please include additional names on the reverse of this sheet, or attach an additional page.)*

Event Host (if different than guest of honor): \_\_\_\_\_

Event Host Phone: \_\_\_\_\_

Event Host(s) Email Address(es): \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

*(If event will be held over two or more days, please attach additional info detailing which events will be held on which days, and in what desired order...as no two events are identical.)*

Type of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Desired DJ Start Time \_\_\_\_\_ Start at:  cocktail hour  dinner hour  dance time  other

Desired DJ End Time: \_\_\_\_\_ Will DJ need to stop *before* end of event? \_\_\_\_\_

If so, describe: \_\_\_\_\_

Event Location(s) Details—please see info sheet

Reception Venue Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Day-of Contact Name (family member/responsible friend, etc.) \_\_\_\_\_

Day-of Contact Phone: \_\_\_\_\_ email: \_\_\_\_\_

Desired DJ Package:  Classic  Deluxe  The Works!  Combo Pkg.

Describe \_\_\_\_\_

How many sound systems will you need: \_\_\_\_\_ Dance systems \_\_\_\_\_ Low volume/speech

I will need \_\_\_\_\_ additional speakers with the \_\_\_\_\_ sound system (for large rooms, extra rooms, etc.)

I will need \_\_\_\_\_ additional speakers with the \_\_\_\_\_ sound system (for large rooms, extra rooms, etc.)

Desired Dance Lighting:  STANDARD (default)  DELUXE  TRUSS—10 ft. horiz.

SUPER-HIGH STANDS (great for venues w/high ceilings)  CUSTOM DESIGN (Call for quote)

STILL TRYING TO DECIDE; let's talk to determine what would work best!

Desired Event Enhancement Lighting:  \_\_\_ UPLIGHTS  \_\_\_ CUSTOM MONOGRAMS  
 \_\_\_ GOBOS  \_\_\_ WASH LIGHTS  \_\_\_ PIN SPOTS  OTHER \_\_\_\_\_

Desired Event Effects:  DANCING ON CLOUDS\*  COLD FIREWORKS\* ("indoor" fireworks)  
*\*Subject to venue approval*

COMMENTS/OTHER: \_\_\_\_\_

Other Desired Package Add-Ons (see info sheet): \_\_\_\_\_

---

Please email your completed form to us at: [info@keystoneent.net](mailto:info@keystoneent.net).  
Or mail it to: Keystone Entertainment, 893 Crane Ave., Pgh., PA 15216  
You may also text it to 412-931-7664.  
Or please don't hesitate to ask for our help in completing it.

**Thank You!**