

## DJ Dan Kinney *aka Disco Dan*

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970.923.6506

Event: Reference material only

Event Date: do not use

### EVENT GUIDE

**Stay on track completing all items at least 2 weeks prior to your event.**

It is not required to wait until this is completed in its entirety. I encourage you to send me what you know, when you are sure of it. Please keep in mind that the reason this is sent as a Word document is because it should be returned in its digital form **in order to avoid the additional \$75 upgrade fee.**

#### General

- Will additional DJ service or some sound re-enforcement or equipment such as speakers or microphones be needed elsewhere? If yes, what for?
- If there are others I should have contact information for, can I have it please [name; phone(s); email] & their function?
- Would you like to add an all LED, Special Effects Lighting package for \$99?
- What is the age range of your guests & if applicable, would I be expected to play music for those under the age of 12?
- With the exception of music specified as “**Do Not Play**”, will it be acceptable to take requests from your guests at the event?
- Will you be following tradition in providing a meal for me \*please check the contract as a change could void it\*?
- If I am to be involved, will there be other entertainers or musicians performing?
- May I have contact information for the venue & include a name, phone # & email address & please inform them that I am self-contained & will not require a table or chair?
- What is the latest that the venue will allow me to play music (I must adhere to the policies & rules of the venue)?
- If you have photographers or videographers, until what time are they scheduled?
- Sometimes my clients are doing everything without professional help & in doing so, wind up with a poor event layout. **Can you send me a floorplan for your event?**
- There are many fashion options these days. On a sliding scale of 1 (most casual: jeans & a collared shirt) to 5 (formal: a tux), how would you like me to dress?
- Is there a theme for this event?
- Please remember to follow the instructions on your music list in order to avoid the additional \$75 upgrade fee.

#### Activities

*Please keep in mind that my involvement in many of these items are service level dependent.*

- What games or contests (if any) are required?
- What about awards presentations, other announcements or other activities?
- Who else will be performing the emcee duties or the running of any activities?
- From cocktails thru the meal service & dancing, would you care to give me some guidance on what categories or titles of music should be played or leave it up to me, using your list as my guide?
- Is there a specific time for dancing or will dancing be encouraged throughout the course of the event?
- Will meal service be plated service or buffet?
- If there is a theme for this event, what is it?
- For birthday parties, will there be a cake & will we sing “Happy Birthday”?
- What other songs around that time such as “Birthday” by the Beatles or “In Da Club” by 50 Cent are you interested in in?
- Will we be doing any special dances (For instance, a birthday or anniversary dance with a spouse)?
- Is there an activity I’ve missed?
- Shall I send you an updated category N} New & Hot for your music list sometime closer to your event date?
- Please remember that I need 10 or 15 minutes advance notice for music requests or additional activities.

#### Agenda

Now that we know what activities are to be done, I need to know when they are to be scheduled. If changes need to be made at the event, I will need only 10 or 15 minutes advance notice in order for things to run smoothly. I do also typically build in a 1 or 2 song encore beyond the contracted time if possible & desired.

#### Concluding Items (this should wait until the above items have been addressed)

- Updates to your agenda can be sent as information from you is received. **Confirm or edit the agenda as needed.**
- Would you like me to send you an updated category, N} New & Hot, for your music list sometime as we get close to your event date?
- **Let’s plan on speaking & going over everything at least 1 week prior to your event day.** I encourage discussion with your banquets manager or coordinator.
- A courtesy reminder with an attached invoice will be sent to you 1 week prior to your event.
- **Is there something we’ve missed?**