



James McConnell, DJ & Owner (H) 540-869-5088 (C) 724-355-4316 mcconnell630@yahoo.com

Corporate Function Information

Corporate Function for _____

Date of the event _____
(Month) (Day) (Year)

Location of the event _____

Phone number of the location (_____) _____ - _____

Contacts name at the location _____

Event planner

- Name: _____
- Address: _____
- Phone number (_____) _____ - _____ (_____) _____ - _____
(Home) (Work)

Number of guests: _____ Age range of guests: From _____ to _____ yrs.

Time you want DJ to start and end the music:

- Start at: _____ End at: _____

IMPORTANT: Please check with your facility manager about going overtime.

DJ setup time: 1 hour - Breakdown: 45 minutes

Event Format

1. Will there be a cocktail hour preceding your event? Yes _____ No _____

- If yes, what time will it start and approximate time it will end?

Start _____ End _____

2. Will you be serving dinner? Yes _____ No _____

If yes, what type: Heavy hors d'oeuvres: _____ Buffet: _____ Sit-down dinner: _____

3. Will a toast be made? Yes _____ No _____

Who will make the toast? Please specify: _____

Music and Specialty Dance Selections for Your Event

4. What style of background music would you like during dinner?

(You may check all that you and your guests would like to hear.)

Oldies _____ Adult Contemporary _____ Lite Jazz _____ Instrumental _____

Easy listening _____ Classical _____ Country _____ Show tunes _____ Other: _____

5. What styles of music would you like for dancing?

(Please check all that you would like)

Wide Variety _____ Top 40 _____ Club/House _____ Rock _____ Disco _____ Oldies _____

Motown _____ Country _____ R&B _____ Big Band _____ 60's-70's _____ 80's _____ 90's _____

Soul _____ Alternative (Danceable) _____ Other (Specify): _____

7. Are there songs or styles of music you don't want played?

Yes _____ No _____ If yes, please specify: _____

8. Will your guests be allowed to make music requests?

Yes _____ No _____

9. What type of DJ personality would you like?

Highly Personable _____ Moderate and Friendly _____ Quiet _____

10. What attire would you like the DJ to wear?

Tuxedo _____ Suit _____ Other _____

11. Will food be provided for the DJ?

Yes _____ No _____

12. Have you inquired about "overtime" with contracted service providers?

Yes _____ No _____

13. Are there going to be other special announcements you would like the DJ to make?

Yes _____ No _____ If yes, please describe: _____

14. Will there be a bar available for your guests? Yes _____ No _____

If yes, when would you like a "Last Call"? _____

15. Will you or someone else thank the guests for coming to your event? Yes _____ No _____

If yes, who will give it? _____

If yes, what time would you like it to happen? _____