



# THREE J'S ENTERTAINMENT

"YOUR ULTIMATE EVENT EXPERIENCE"

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## EVENT CHECKLIST

CUSTOMER NAME/POINT OF CONTACT:

DATE OF EVENT:

TYPE OF EVENT:

NAME & ADDRESS OF VENUE:

SETTING (INDOORS OR OUTDOORS):

VENUE POINT OF CONTACT:

EVENT HOURS:

# OF GUESTS:

AVERAGE AGE OF GUESTS:

WHAT ATTIRE IS REQUIRED FOR THE DJ? :

WILL DISCO/STROBE LIGHTING BE REQUIRED? :

WILL YOU NEED OUR DJ TO MAKE ANY ANNOUNCEMENTS OR INTRODUCTIONS? :

WHAT ARE THE PREFERRED GENRES OF MUSIC? :

DO YOU REQUIRE A SPECIFIC PLAYLIST OF MUSIC? IF SO, PLEASE PREPARE THE LIST AT LEAST 2 WEEKS IN ADVANCE? :

DO YOU REQUIRE CERTAIN SONGS TO BE PLAYED AT SPECIFIC TIMES DURING EVENT? :

WILL THE EVENT ROOM HAVE ACCESS TO THE STREET LEVEL? IF NOT, IS THERE AN ELEVATOR? :

### **\*FACILITY REQUIREMENTS FOR DJ:**

- (2) POWER OUTLETS WITHIN 15' OF DJ TABLE
- THE DJ WILL SUPPLY (1) 6' LONG SKIRTED TABLE
- GUEST SEATING NEEDS TO BE A SAFE DISTANCE AWAY FROM THE DJ TABLE AND SPEAKERS
- DJ WILL NEED ACCESS TO THE VENUE BEFORE AND AFTER THE EVENT (AT LEAST 1 HOUR EACH)