

K2PRODUCTIONS

MAKING ALL OF YOUR OCCASIONS UNFORGETTABLE

K2Productions Event Planning Sheet

Your Event Planning Sheet is your DJ's best resource to manage your event. Please complete this form in its entirety and with as much detail as possible. We ask that you return your completed planning sheet to K2Productions by email, fax, or mail no later than one month before your event. This will ensure your DJ has plenty of time to look over the planning sheet and go over all of the details on the sheet with you in advance.

Client Name _____

Event Date _____ Package Purchased _____

Event Location (Exact address) _____

Event Room at Location _____

Location of DJ Set Up _____

*Please provide a 6-8ft table for your DJ. We will provide black linens. Any other color linens will need to be provided by the client.

Set Up Time _____

Music Beginning Time _____ Music Ending Time _____

Venue Contact Info _____

Dress Code _____ Event Colors _____

*Account balance is due two weeks prior to your event.

Are you having a cocktail hour? Yes No

Do you wish for music to be played for guests during this time? Yes No

Please provide any announcements to be made during cocktail hour:

K2 will play a fantastic mix of cocktail/dinner music for your guests that are upbeat yet relaxing and set a moderate level allowing your guests to socialize. If you have any specific requests or types of music please provide below.

Are you serving a meal? _____

When will DJ meal be provided? _____

*Please provide meal to DJ table. Plated meal is not required.

Would you like the DJ to announce the meal? Yes No

Will a blessing be given? Yes No If so, by whom? _____

Will the DJ announce the blessing? Yes No

Will there be a toast given? Yes No If so, by whom? _____

Will the DJ announce the toast? Yes No

Additional announcements _____

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Please list any specific events taking place during the evening. Please include the time the event will be taking place, as well as any song/announcement requests.

Event _____	Time _____	Song/Artist/Announcements _____
Event _____	Time _____	Song/Artist/Announcements _____
Event _____	Time _____	Song/Artist/Announcements _____
Event _____	Time _____	Song/Artist/Announcements _____
Event _____	Time _____	Song/Artist/Announcements _____
Event _____	Time _____	Song/Artist/Announcements _____

What type of music do you prefer? (Top 40, 90's, 80's, 70's, 60's, 50's R&B, Big Band, Rock n Roll, Alternative, Rap, Country, Disco, Salsa, etc.)

Would you like the DJ to accept requests from guests? Yes No

Please provide any specific song requests below:

Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
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Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____

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Please provide any music you would like on your do NOT play list:

Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____

Who are we working with?

Venue _____

Planner _____

Caterer _____

Florist _____

Cake _____

Photographer _____

Videographer _____