



“When you expect Quality, expect nothing but the Best”

Event Planner

H & N Entertainment has two goals:

1. To make sure that at your dance everything runs smoothly and according to your plans.
2. To make sure that all of your guests have a great time.

*In order to customize your event and ensure satisfaction of these goals, please complete this form and return it to our office least **1 month prior** to your schedule date.*

(Please Type or Print Clearly)

General Information:

Name: _____ Phone # Work/Cell _____

Date of Event: _____ Phone # Home _____

Type of Event: _____ E-Mail _____

Number of guests (Approx): _____

Location Address/Directions: _____

Please circle how you would like your DJ to Dress: Tux Suit Casual Other :(Explain) _____

Please circle the DJ personality you prefer: Outgoing Moderate Easy Going

Set-Up Time:

Your DJ would like to begin setting up at least one hour prior to the start of your dance.

Please have one table (at least six feet in length) places where you would like the DJ to perform.

What time is your event? Start _____ End _____

Will you be serving: __ Hors D'oeuvres __ Sit-Down Dinner __ Buffet Approximate Time: _____

What time will the guests arrive? _____ Would you like your DJ to be set up before your guests arrive?

(Early set-up time is available; please call your H & N Entertainment Rep for details)

Music Variety (Check Preferences Below)

MUSIC TYPE	MUSIC TYPE	MUSIC TYPE
1940's Swing / Big Band	Adult Contemporary	R & B
1950's	Party Rock / Rock & Roll	Rap
1960's / Motown	Alternative	Specialty _____
1970's Dance/ Disco	Country	
80's Rock	Ethnic (Specify) _____	
90's Dance	Top 40's	

SONG SUGGESTION REQUESTS

MUST PLAY LIST	SECONDARY PLAY LIST	MUSIC NOT TO BE PLAYED
1) _____	1) _____	1) _____
2) _____	2) _____	2) _____
3) _____	3) _____	3) _____
4) _____	4) _____	4) _____
5) _____	5) _____	5) _____
6) _____	6) _____	6) _____
7) _____	7) _____	7) _____
8) _____	8) _____	8) _____
9) _____	9) _____	9) _____
10) _____	10) _____	10) _____

Icebreakers (Audience participation dances)

Your H & N Entertainment DJ has been trained to help your guests have fun and become part of your celebration through the use of icebreaker dances. If you are unsure of what an icebreaker dance is, please contact your Rep.

Please circle how many icebreaker dances you would like.

- | | | | | |
|----------------|-----------------|--------------------|----------------|---------------------|
| Macarena | Bird Dance | Circle Two | Electric Slide | County line Dances |
| Snowball Dance | Cotton Eyed Joe | Slow Ladies Choice | Hokey Pokey | Stroll |
| Conga Line | Bunny Hop | Twist | Shout | Remedial Disco/YMCA |
| Macho Man | Cha Cha Slide | Limbo | Survivor | |
- Others you may have seen that are not listed: _____

Special Announcements, Dedications, or Requests

We're happy to announce birthdays, anniversaries, or any other special occasion or, if you like, you can use our microphone for your own announcements.

Comments:

Spotlight Songs & Dedications

(Examples: Anniversary couple, Homecoming Royalty, etc.)

Special Song & Artist: _____

Dedicated to: _____

Special Song & Artist: _____

Dedicate to: _____

Theme: _____

Trivia

We're Happy to provide trivia for you and your guests to enjoy at your anniversary or reunion.

Anniversary Year: _____ Graduation Year: _____

Thanks again for booking H & N Entertainment!

Please return this at least 30 days prior to your event. We're looking forward to entertaining you!