

# ***ST Productions Event Planner***

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Client Name(s): \_\_\_\_\_

Event Date: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Client Phone Number: \_\_\_\_\_

DJ Contracted Time Beginning: \_\_\_\_\_

DJ Contracted Time Ending: \_\_\_\_\_

Estimated guest arrival time: \_\_\_\_\_

Estimated hosts arrival time: \_\_\_\_\_

Event Colors: \_\_\_\_\_

Is there a specific way you would like your DJ to dress?

\_\_\_\_\_

Toasts? Yes ☐ or No ☐

- Order of Speaking    1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Introductions:**

What song would you like to be introduced to? \_\_\_\_\_

Would you like the specific guests to be introduced? Yes ☐ or No ☐

**VIP Guests:**

Guest #1: \_\_\_\_\_

Guest #2: \_\_\_\_\_

Guest #3: \_\_\_\_\_

Guest #4: \_\_\_\_\_

Guest #5: \_\_\_\_\_

Guest #6: \_\_\_\_\_

Guest #7: \_\_\_\_\_

First Names Only  
For Introduction Purposes

How You Would Like to be Introduced: \_\_\_\_\_

**Dedication Dances:**

Please list any songs you wish to dedicate to certain people, and their corresponding name:

SONG

GUEST NAME

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Describe your desires for the type of music / mood you're looking for during your event:

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**Must Play List:**

SEPARATE WITH COMMAS

**DO NOT PLAY LIST:**

SEPARATE WITH COMMAS