

Hear... By Request Professional Music Productions Inc.

Box 3024, Spruce Grove, AB T7X 3A4

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Email: info@hearbybrequest.com

PARTY PLANNER

Company/Organization Name: _____

Invoice #: _____

Onsite Contact Person's Name: _____

Date of Function: _____

THE EVENING

Is there an MC, if so what is their name? _____

Will the MC require our wired microphone? Yes _____ No _____

(Wireless microphones are available for a charge, please call to reserve)

What time are Cocktails? _____ P.M. (we provide Complimentary Cocktail music after 6p.m)

What time is Dinner? _____ P.M. (Complimentary)

What time would you like the dance to start? _____ P.M. (every package includes 4 hours)

Will you be serving a late lunch? ___ Yes ___ No

If yes, at what time? _____ P.M.

Do you wish to have last call called at a specific time? _____ PM /AM

TABLE DESIGNATION

Would you like our DJ to implement a game to determine the order of tables for a buffet dinner?

Yes _____ No _____

SPECIAL ANNOUNCEMENTS

MUSIC

Are there any specific types of music that you would like played?

(Country, Rock, Top 40, etc.)

Are there any songs/artists/music styles that you don't want played unless highly requested?

Do you have any special games or fun songs that you would like played?

(Macarena, Bird Dance, Line Dances, Limbo, etc.)

OTHER ENTERTAINERS

We are happy to accommodate any other entertainment you may have booked (comedians, magicians etc.) If they have special equipment requirements, please advise and we are more than happy to comply with their contract riders. Some services may require extra billing and we will discuss this with you.

We have other entertainers booked Yes: ___ No: ___

Please specify which you prefer:

Quiet DJ: _____ Moderately Interactive: _____ Interactive DJ: _____

What attire is suitable for your function?

Suit: _____ Shirt & Tie: _____ Golf Shirt: _____

MAY WE INVITE A POTENTIAL CLIENT TO PREVIEW YOUR DJ DURING THE EVENING ?

YES _____ NO, THANK YOU _____

PLEASE RETURN THIS PLANNER NO LATER 15 DAYS BEFORE YOUR EVENT.

ALL BALANCES ON CONTRACTS MUST BE PAID 15 DAYS PRIOR TO THE EVENT. IF YOU WISH TO PAY AT THE EVENT, CASH MUST BE PAID TO THE DJ UPON THEIR ARRIVAL TO THE VENUE, AND BEFORE THEY WILL SET UP.