

Event Information Form

Hello, this form will ask a series of questions designed to insure the best possible event that DJ Tom can put on for you. Please attempt to answer as many of the questions as you can. If a question does not apply to your event, or you just don't know the answer; please indicate that too.

+Note that this form is primarily for all events *except wedding receptions*, that is another form+

Name of Contracting Party _____

Name of Coordinating Person _____

Phone # of Coordinating Person _____

Date of Event _____

Place for Event _____

Phone Number for location of event _____

Type of Event _____

Style of Event (jeans, semi-dress, dress, semi-formal, formal) _____

Starting Time for Event _____

Starting Time for DJ Service _____

How long is your event scheduled to run (2 Hours – 3 hours – ect) _____

Is there the possibility that the event might run longer than the scheduled time?
(No – Yes – Maybe) _____

Number of people attending the event (A Rough Guess is ok here) _____

Average Age of a majority of the people attending the event _____
(For example: 15 – 20, 20 – 25, 20 – 30, 30 – 35, 30 – 40: your best guess is fine)

Is alcohol going to be served at your event? _____

Is food going to be served at your event? _____

Are there planned events to take place during the show (for example: speeches, presentations, giveaways) _____

-- If Yes, do you require any special music or MC-ing of them _____

Are you using a Photographer or Videographer? (Yes / No) _____

If Yes, their Name & Business Number _____

Are they scheduled to cover the entire event? _____

If not, the time in which they are scheduled for? _____

Are there any other forms of entertainment at your event with whom I will need to coordinate efforts with? If so, please provide details and contact information for them: (For Example: Band, Soloists, Special Guests & Entertainers)

Any particular type(s) of music that you would like DJ Tom's show to be primarily made up of? Please indicate our choices by underlining or circling:

Country, Pop, Pop Rock, Rap, R & B (Motown), Disco – Funk,

Hard Rock, Rock, Classic Rock, Oldies (50's – 60's), Oldies (20 – 50's),

College / Alternative, Traditional (Waltz-ect), Specialty Songs, Line Dancing

or **All types of music are fine for the Event – I leave it up to DJ Tom **

Are there any particular songs that you **wished** to be played at your event?
(For help–look at the various song lists posted on DJ Tom’s website)

Are there any particular songs that you **DO NOT** want played at your event, even if the guests request them?

Any special activities / games that you wish to be done at your event?
(This question does not include line dancing – Ect)

Any special requirements – restrictions of the Disc Jockey that you would like to request?

If there are any other requirements – concerns - questions – needs that you wish to express, please do so here – or attach a separate piece of paper.

Contact Information:

Tom Koperski
331 West Dawes Ave
Lincoln, Nebraska 68521

Tom's Cell: 402-326-8514
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