

HOW TO USE THIS FORM

Save a copy, complete what you know, and return it before the planning deadline. This worksheet helps define expectations but does not add equipment, hours, staffing, or services to a signed agreement unless DJ Phelix confirms them in writing.

01 CLIENT AND EVENT PROFILE

Client / primary contact name

Organization / couple / host names

Email

Phone

02 EVENT BASICS

Event type

Event date

Estimated guest count

Venue name

Venue address

Venue coordinator / contact

Venue contact email / phone

03 EVENT GOALS AND AUDIENCE

Describe the overall atmosphere you want

Audience age range, cultural background, communities, or musical context

Event priorities (select any)

- | | | |
|--|---|--|
| ☐ Full dance floor | ☐ Conversation / social atmosphere | ☐ Smooth formalities |
| ☐ Family-friendly content | ☐ High-energy club feel | ☐ Polished background music |

04 EVENT TIMELINE

Enter the approximate time, location, responsible contact, and notes for each applicable moment.

Moment	Time	Location / zone	Notes, names, order, or cue
Guest arrival / doors			
Ceremony begins			
Cocktail hour			
Wedding party / host introductions			
Meal / dinner			
Toasts / speeches			
First dance / featured dance			
Parent / family dances			
Open dancing			
Cake / dessert / special moment			
Last call / closing announcements			
Final song / event end			

Additional timeline, vendor, photographer, coordinator, or cue notes

05 MUSIC DIRECTION

Favorite genres, artists, eras, or scenes

Genres, artists, songs, or themes to avoid

Content and request policy

- ☐ Clean / radio edits only ☐ Explicit content may be used when appropriate ☐ Line dances welcome
- ☐ Guest requests encouraged ☐ Guest requests only after host approval ☐ Avoid line dances

06 KEY SONGS AND CUES

Moment	Song title, artist, version, start point, or cue notes
Ceremony prelude / seating	
Processional	
Recessional	
Introductions / grand entrance	
First dance / featured dance	
Parent / family dance 1	
Parent / family dance 2	
Cake / dessert / special moment	
Private last dance / final dance	
Final public song / exit	

07 PRIORITY MUSIC LISTS**MUST-PLAY SONGS / ARTISTS**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

DO-NOT-PLAY SONGS / ARTISTS

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

08 MC, ANNOUNCEMENTS, AND NAMES**Names and phonetic pronunciations for introductions****Formal announcements, dedications, surprises, restrictions, or people who may speak****MC style preference**

☐ Minimal and concise ☐ Warm and polished ☐ High energy ☐ Follow host / coordinator cues

09 SERVICE AND PRODUCTION REQUESTS - NOT AUTOMATICALLY INCLUDED

- | | |
|---|---|
| ☐ DJ performance | ☐ Dance-floor lighting |
| ☐ MC / announcements | ☐ Uplighting inquiry |
| ☐ Ceremony audio | ☐ Additional audio zone |
| ☐ Cocktail-hour audio | ☐ Projector / screen inquiry |
| ☐ Reception sound | ☐ Outdoor setup |
| ☐ Wireless microphone(s) | ☐ Other service or equipment inquiry |

Service quantities, locations, timing, or special equipment details

10 VENUE LOGISTICS AND OPERATING CONDITIONS

Load-in route, parking, stairs, elevator, security, or access window

Power outlets, stage / booth location, dimensions, and sound limits

Outdoor weather plan, shelter, surface, and indoor backup

Accessibility, sensory, language, cultural, or safety considerations

11 OPEN QUESTIONS AND FINAL CONFIRMATION

Questions, unresolved choices, or information DJ Phelix should confirm

Client typed name

Date completed

BEFORE RETURNING

Review spelling, pronunciations, event times, song versions, venue rules, and the weather plan. Do not place Social Security numbers, EINs, banking details, passwords, or copies of identification in this form.