

# Elite Entertainment

1287 Hammerwood Avenue  
Sunnyvale, CA 94089  
(408) 733-8833 / Fax: (408) 733-8811  
[www.e3music.com](http://www.e3music.com)

## Event Coordination Worksheet

Please use **black pen** to complete this worksheet. Then make a copy and mail (or fax) back to Elite Entertainment at least **one month** prior to your event! Please do not hesitate to contact us at (408) 733-8833 should you have any questions.

### PURCHASER INFORMATION:

Your Name: \_\_\_\_\_ Reason for Event: \_\_\_\_\_

Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ e-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

### EVENT INFORMATION AND DETAILS:

Event Date: \_\_\_\_\_ DJ Play Hours From: \_\_\_\_\_ To: \_\_\_\_\_  
*(DJ will arrive 1 hour prior to start time to set up)*

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

### EVENT SITE: *(please include a map or directions as needed)*

Name of Facility: \_\_\_\_\_

Name of Banquet Room: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact: \_\_\_\_\_

Optional Lighting Package (Extra Cost): Yes / No

Optional Karaoke Package (Extra Cost) Yes / No

**Event Details:**

COCKTAIL HOUR: \_\_\_\_\_ to \_\_\_\_\_

COCKTAIL HOUR MUSIC: (Circle one) Classical Jazz Soft Rock Other: \_\_\_\_\_

TOAST GIVERS: \_\_\_\_\_ Time: \_\_\_\_\_

DINNER HOURS: \_\_\_\_\_ to \_\_\_\_\_ **DJ invited to eat? Yes / No**

DINNER MUSIC: (Circle one) Classical Jazz Soft Rock Other: \_\_\_\_\_

Awards? Yes / No Time: \_\_\_\_\_ Raffle? Yes / No Time: \_\_\_\_\_

Speeches? Yes / No Time: \_\_\_\_\_ Slide Show? Yes / No Time: \_\_\_\_\_

OTHER EVENTS: \_\_\_\_\_

**MUSIC SELECTION:**

All of our DJs play a wide variety of music to cover everyone's taste at your party. To best serve you, we would like an idea of your most preferred music. Please list your favorite songs by title and/or artist, or return a copy of our song list with requests checked-off.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list any songs, artists, or music styles that you DO NOT want played:**

\_\_\_\_\_

\_\_\_\_\_

**GROUP DANCES:** *(Please circle any to be played)*

Bunny Hop	Chicken Dance	Conga Line	Cha-Cha Slide
Electric Slide	Elvira	Hands Up	Hokey Pokey
Hustle	Limbo	Macarena	YMCA

**SPECIAL LAST DANCE:** \_\_\_\_\_