

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

**ARROW PRODUCTIONS PARTY GUIDE**

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

*Do not use this PDF version when booking Dan. A Word version will be sent.*

**16 PRE-CONTRACTUAL EVENT QUESTIONS. (included in first email)**

1. **I'll need please:**
  - Client Name(s):
  - Phone#(s):
  - Email(s):
  - Client location:
2. **Event title** [example; Bill Smith 60<sup>th</sup> Birthday or State Ski Council Banquet]:
3. **How much do you have budgeted for the deejay?**
4. **What is the location, including the venue name, of your event?**
5. **Until what time will the venue allow me to play music?** *I must adhere to the policies & rules of the venue so typically am restricted past that time.*
6. **When do you expect me to begin my services & when do you expect my services to end?** *Keep in mind that rates are lowest between 10am & 10pm, a little higher if your event goes until 12am & highest when going past 12am.*
7. **By what time will I need my equipment set up?**
8. **Will your event be held indoors or out? If outside, will there be a tent under which I can set up my equipment & will there be electricity available for me?**
9. **Approximately how many guests are you expecting?**
10. **Will I be expected to play music for those under the age of 12?**
11. **Will additional DJ service or some sound re-enforcement or equipment such as speakers or microphones be needed elsewhere? If yes, what for?**
12. **How about special Effects Lighting, bubbles or fog?**
13. **Do you have or are you planning to hire an event co-coordinator separate from someone associated with the venue?**
14. **Please highlight your preferred method of payment?** *A standard \$200 deposit will be required in most cases. I accept credit cards via PayPal & Square & I offer an additional discount for payments by cash or check after any other discounts are applied.*
15. **How did you come to find me please?**
16. **Please highlight your choice of 2 different music lists:** The **Party List** is about 9 pages & has artists & my recommended titles for party & slow dancing. You can also choose my condensed, 3 page **Short List** if you do not want to spend allot of time on your selections.

**This portion of the guide is sent upon receipt of the signed contract & deposit.**

**Basic**

- **With the exception of music specifically excluded, unless otherwise directed, it will be assumed that it will be acceptable to take requests for music from your guests at the event.**
- **Please note on the contract that it will be assumed that a meal will be available for me unless a box is checked.**
- **If I am to be involved, will there be other entertainers or musicians performing?**
- **May I have contact information for the venue?**
- **If applicable, can I have contact information for your event coordinator (name; phone(s); email)?**
- **If you have photographers or videographers, until what time are they scheduled?**
- **Please highlight How I should dress: Formal (a Tux), Semi-Formal (a suit & tie), Semi-Casual (a sport coat & slacks), or Casual (slacks or jeans & nice shirt).**

**Activities**

- **Assumedly, cocktail time begins when I do. After all selections on your music list have been made, what categories of music or titles would you like played for cocktails?**
- **Will the meal be sit down or buffet?**
- **After all selections on your music list have been made, what categories of music or titles would you like played during the meal?**
- **For birthday parties, will there be a cake & will we sing "Happy Birthday"?**
- **What other songs around that time such as "Birthday" by the Beatles or "In Da Club" by 50 Cent are you interested in?**
- **Will we be doing any special dances? For instance, a birthday dance with a spouse.**
- **Will there be awards presented or other announcements?**
- **What games (if any) are required?**
- **Is there a specific time for dancing or will dancing be encouraged throughout the course of the event?**
- **Is there something I've missed?**
- **Shall I send you an update category r} New & Hot for your music list sometime close to your event date?**

**Timing**

- a. **Now that we know what activities are to be done, I need to know when they are to be scheduled.**
- b. **Your answers these items will enable us to create an agenda. If changes need to be made at the event, I will need only 10 or 15 minutes advance notice in order for things to run smoothly. I do also typically build in a 1 or 2 song encore beyond the contracted time if possible & desired.**