



**Wiser  
Productions.com**

*West Michigan's Premier Entertainment Agency*

**Wiser Productions, Inc. 1601 W. Centre Ave. #103 Portage, MI 49024-6312  
(269) 329-0486 Fax: (269) 329-7115 www.wiserproductions.com**

## Planner For Your Event- DJ

Please print a copy of this form and use it as a worksheet to prepare for your event.

Please go to our website online form's at <http://www.wiserproductions.com/> to submit this information to your DJ 30 days prior to your event. Please call your DJ 10 to 14 days prior to your date to go over your event. Their phone number is on the lower right hand corner of your contract.

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Facility manager: \_\_\_\_\_ Facility manager phone number: \_\_\_\_\_

Name of band: \_\_\_\_\_ Approximate number of guests: \_\_\_\_\_

What time should your first guests arrive? \_\_\_\_\_ What time does the event start? \_\_\_\_\_

Any of the following information below that applies to your event should be included as information to send in the online form:

Please give a general agenda of the event (including approximate times).

Suggested items: Cocktail hour, dinner, speaker, presentations, etc...

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Please describe the purpose of the event: \_\_\_\_\_

Your DJ can make announcements as guests arrive. Please detail any announcements or special events, etc. that you would like to occur: \_\_\_\_\_

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Will dinner be: Served, Buffet, Hors d'oeuvres, or No food served  
If buffet, who will release the tables? Facility Staff or Guest Host/Hostess or DJ

Please describe the type of music that best fits the expectations of you and your guests:

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Please use the back of this work sheet or additional paper to list any song requests for your event. Please limit your requests to 14 songs per hour.  
Please use any free space, or backsides of these worksheets for any additional notes and questions you may have. If all of your notes and questions do not fit in the online planning forms at our website please email them to [forms@wiserproductions.com](mailto:forms@wiserproductions.com) and include your name and event date.