

# CONNORLIVE.COM Event Planner Form

\*\*\* **Print, complete and scan/email to [wenrunner@gmail.com](mailto:wenrunner@gmail.com) 2 weeks before event**

Event Planner/ Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Music Start Time: \_\_\_\_\_ Music End Time: \_\_\_\_\_

Contact for venue: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact for Photo: \_\_\_\_\_ Phone # \_\_\_\_\_

Contact for video: \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # : \_\_\_\_\_

## MUSIC / TIMELINE

Music for Opening/ Reception (Cocktail Hour, Beginning of event)

Opening Statements (Script any Special Announcements)

Optional Activity

## GENERAL MUSIC REQUIREMENTS FOR DANCING

(Please circle what eras and genres of music you would like played and cross off any you DON'T ACCEPT)

Jazz/Classics (Sinatra, etc.)

Swing/Big Band

Salsa/Latin

Lounge/Covers

50's&60's Rock/Oldies

60's&70's Motown

70's Rock/Classic Rock

70's Disco/Funk

80's Rock/Hair Bands

80's Pop/New Wave

90's Pop/Dance

2000's Top Hits

2010's Top Hits

House/Trance/Techno

Remixes/Mash-Ups

Newest Top 40 & EDM

Adult Cont./Indie Rock

Grunge/Alt.Rock

Old Country

New Country

R&B/SlowJamz

HipHop/Old School

Rap(Explicit Lyrics)

Reggae/Ska/DanceHall

## ADDITIONAL INFORMATION (Please attach this information to the Planner Form)

- Attach a list of specific songs or artists you DO want played during the dancing portion. Please include some of your favorite bands, groups or artists you like or grew up listening to!
- Include any specific songs or artists you DO NOT want played at all at your event (or people you don't want making requests):
- Please indicate how active you would like me to be on the microphone? (Minimal, Moderate or Often)
- Are there any special activities planned that I should know about...a birthday surprise, special dance, anniversary, roast, or additional performers? The more I know, the better prepared I can be to do a good job for you.
- Colors/Theme of event? DJ Attire: (Casual/Jeans - Business Casual - Shirt/Tie/Slacks)
- Do you have any other thoughts you'd like to convey or questions?