

BLACK TIE Events

Class Reunion Event Information Form

We want to make your dance a success. You can help by completing this form. With this information, your Disc Jockey will be able to conduct your event in an organized and professional manner. Please Call Black Tie Events at (770) 582-0525 with any questions you may have while filling out this form.

Requirements: (1) 20 Amp 110 Volt A.C. Circuit (Household Outlet)
(1) Standard Six Foot Skirted Banquet Table

GENERAL INFORMATION

School/Class Name: _____ Contact Name : _____

Date of Event: _____ Contact Phone # : _____

Facility Location: _____ Event Hours: _____

Ballroom Name: _____

At what time can we gain access to the facility? _____ What is the expected attendance? _____

Will your guests be served? ____ a sit down dinner ____ a dinner buffet ____ hors d' oeuvres

How would you like your disk jockey to be attired? ____ Tuxedo ____ Semi-Formal ____ Casual

Is there a **Theme** to your event? _____

Class Song? Y or N Title: _____ Artist: _____

PROGRAM OF MUSIC AND EVENTS

Besides playing the popular songs from your High School Years, circle any other styles

40's Big Band	Motown	Top 40 Dance Mix	Soul/ R& B
50's Oldies	Classic Rock	Techno Dance	Rap /Hip Hop/Bass
60's Oldies	80's	Alternative/Progressive	Ethnic (please list)
70's Oldies	70's Disco	Adult Contemporary/Jazz	Country
80's Recurrent	90's Recurrent	Shag/Beach	Rock

(approximate times)

_____ Doors Open / Guests Arrive

_____ Committee Welcome: Given By: _____

_____ Class Photograph / Photographer Name: _____

_____ Class Awards / Door Prizes

Are there any other events that the Disc Jockey will need to announce? ____ Yes ____ No. If yes, Please list them.
