

BLACK TIE Events

Event Information Form

We want to make your event 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

Organization: _____ **Contact Name :** _____

Date of Event: _____ **Contact Phone # :** _____

Facility Location: _____ **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? _____

PROGRAM OF MUSIC AND EVENTS

Circle the music categories you would like us to concentrate on during your event.

40's Big Band
50's Oldies
60's Oldies
70's Oldies
80's Recurrent

Motown
Classic Rock
Rock
70's Disco
90's Recurrent

Top 40 Dance Mix
Techno Dance
Alternative/Progressive
Adult Contemporary/Jazz
Shag/Beach

Soul/ R& B
Rap /Hip Hop/Bass
Ethnic (please list)
Country

DJ PERSONALITY LEVEL: *How Involved in audience participation would you like your DJ to be*

___ Reserved ___ Involved ___ Outgoing ___ Very Outgoing

INTERACTIVE DANCES: *Please check the interactive dances you would like the DJ to do. Cross out the dances you don't want played. If a dance is left unmarked, we will assume it is ok to play it if requested by one of your guests*

___ YMCA ___ SHOUT ___ ELECTRIC SLIDE ___ MACARENA ___ PARTY TRAIN ___ CONGA LINE

___ HOKEY POKEY ___ CHICKEN DANCE ___ WE ARE FAMILY ___ CUPID SHUFFLE ___ CHA CHA SLIDE

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