



Dulles Sound Center DJ's General Event Planner

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Please fill in as much information as possible as this will help us to provide our best service. Specific items or times may change, but this information will give us a good general indication of what to expect. If you have any questions regarding this planner, please let us know.

CLIENT NAME: _____ COMPANY NAME: _____

DATE OF EVENT: _____ START/STOP TIMES: _____

LOCATION OF EVENT: _____

DIRECTIONS: _____

ESTIMATE NUMBER OF GUESTS: _____

Type of Music for Cocktails: _____

Type of Music for Dinner: _____

PLEASE INDICATE THE APPROXIMATE TIMES FOR:

Dinner: _____ SPEECHES: _____ RAFFLES: _____ OTHER: _____

Comments and Requests: _____
