

## Event Work Sheet

DJ O'B, Inc.

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Here's a guide I've prepared to help you get your event organized.

It is important you mail or fax this back to me at least one week prior to your event. A final meeting is not necessary. Once received, I'll contact you immediately. Please contact me if you need help while completing this form. Hope you're having fun!

Event Planner: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ City, State: \_\_\_\_\_, \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_. \_\_\_\_\_  
Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Disc jockey attire: \_\_\_\_\_

BLESSING: \_\_\_\_\_ TOAST: \_\_\_\_\_

BIRTHDAY: Name and Age: \_\_\_\_\_

"Happy Birthday to You:" \_\_\_\_\_ "Birthday:" \_\_\_\_\_

ANNIVERSARY: Name and Years: \_\_\_\_\_

"Happy Anniversary:" \_\_\_\_\_ "Anniversary Waltz:" \_\_\_\_\_

Other: \_\_\_\_\_ Artist: \_\_\_\_\_

OPEN DANCE Floor with: Song: \_\_\_\_\_ Artist: \_\_\_\_\_

### GAMES, NOVELTIES, SPECIAL DANCES:

Limbo: _____	Dance Off: _____	Electric Slide: _____
New Electric Slide: _____	Cha Cha Slide: _____	Macarena: _____
Old Cotton Eye Joe: _____	New Cotton Eye Joe: _____	Locomotion: _____
YMCA: _____	The Twist: _____	Hokey Pokey: _____
Bunny Hop: _____	Stroll: _____	Chicken Dance: _____
Hula Hoop: _____	Shout: _____	New York, NY: _____
Hand Jive: _____	Tequila: _____	Dollar Dance: _____
Soul Train Line: _____	Other: _____	_____

### FAREWELL DANCE:

Song: \_\_\_\_\_ Artist: \_\_\_\_\_

Last, last dance: Song: \_\_\_\_\_ Artist: \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_