



B.B.'S BEST DJ SERVICE

Entertaining Southeastern Wisconsin Since 1990

Burlington, WI • (262) 534-6527

web: www.bbsbest.com • email: dj@bbsbest.com

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The following is a list of questions that I will ask during our phone consultation one week prior to your event. Please review these questions and be prepared to answer these very important items. My goal is to make the evening as smooth and worry free as possible. Remember that this is a list of general questions. Feel free to note any additional questions or requests that you would like.

General Information

Corporation Name: _____
Contact Person: _____
Event Date: _____
Type of Event: _____

Hall Information

Event Location: _____
Event Address: _____

Location Phone #: _____
Location Room Name: _____
Location Contact Name: _____

Event Information

Number of Guests: _____
Guest Arrival Time: _____
Cocktail Time: _____
Dinner Time: _____
Dance Reception Time: _____
Sit Down Dinner or Buffet: _____
Is the DJ Included for Dinner: Yes No Entrée? _____
Request Cards: Yes No
Introduction of Speeches/Awards: Yes No
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

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Dance Information

Special Dances/Songs: Name of Song: _____

Name of Song: _____

Name of Song: _____

Name of Song: _____

Songs you would not like to hear: Name of Song: _____

Name of Song: _____

Name of Song: _____

Name of Song: _____

Hokey Pokey: Yes No

Chicken Dance: Yes No

Notes/Comments: