



DJ Event Inquiry Form

THANK YOU FOR YOUR INTEREST IN BOOKING OUR DJ SERVICES FOR YOUR UPCOMING EVENT! PLEASE FILL OUT THE FOLLOWING FORM WITH AS MUCH DETAIL AS POSSIBLE TO HELP US UNDERSTAND YOUR NEEDS AND TO PROVIDE YOU WITH AN ACCURATE QUOTE AND AVAILABILITY CONFIRMATION.

Contact Information

NAME

EMAIL

PHONE NUMBER

EVENT PLANNER/CONTACT (IF DIFFERENT)

Event Details

PLEASE PROVIDE THE KEY DETAILS ABOUT YOUR EVENT.

EVENT NAME/TYPE

DATE OF EVENT

EVENT START TIME

EVENT END TIME (MUSIC)

SETUP ACCESS TIME

VENUE NAME

VENUE LOCATION (ADDRESS/CITY)

EXPECTED NUMBER OF GUESTS

Service Requirements

Equipment Needs

PLEASE CHECK ALL EQUIPMENT YOU WILL REQUIRE US TO PROVIDE:

- PHOTOBOTH (STANDARD BOOTH, BACKDROP REQUIRED, PARTY PROPS, PRINTING ON-SITE, DIGITAL DELIVERY)
- DJ EQUIPMENT (TURNTABLES, CONTROLLER, MIXER)
- SOUND SYSTEM (SPEAKERS FOR AUDIENCE)
- MICROPHONES (WIRED/WIRELESS, NUMBER NEEDED)
- DANCE FLOOR LIGHTING
- UPLIGHTING/AMBIENT LIGHTING
- SPECIAL EFFECTS (E.G., FOG MACHINE, COLD SPARKLERS)
- POWER ACCESS (IS POWER READILY AVAILABLE AT THE DJ LOCATION?)

IF YOU HAVE SPECIFIC EQUIPMENT REQUESTS OR NOTES, PLEASE DESCRIBE THEM HERE:

Event Flow and Style

- OCCASION/REASON FOR THE EVENT:

- DESIRED VIBE/ATMOSPHERE:

- MUSIC STYLE PREFERENCE (TOP 40, 80S HIP-HOP, HOUSE, EDM, OPEN FORMAT):

- DO YOU HAVE A "DO NOT PLAY" LIST OR SPECIFIC EXCLUSIONS?

Timing Breakdown

PLEASE OUTLINE THE KEY TIMES THAT REQUIRE MUSIC OR ANNOUNCEMENTS.

ACTIVITY	TIME/DURATION	NOTES
CEREMONY (IF APPLICABLE)		
COCKTAILS/RECEPTION START		
ENTRANCE/ANNOUNCEMENTS		
FIRST DANCE/KEY DANCES		
DINNER/BACKGROUND MUSIC		
OPEN DANCE FLOOR START		

Additional Information

IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT YOUR EVENT? (E.G., MULTIPLE SETUP LOCATIONS, OUTDOOR EVENT, SPECIFIC DRESS CODE, THEME):

THANK YOU FOR ALL INFORMATION PROVIDED, WE WILL REVIEW YOUR INQUIRY AND FOLLOW UP SHORTLY TO DISCUSS YOUR NEEDS IN DETAIL, CONFIRM AVAILABILITY, AND SCHEDULE A CONSULTATION

PLEASE SUBMIT THIS FORM TO **KARL@FUNBRELLA.CO.NZ**