



Event Planning Guide

6879 Gratiot Rd. Saginaw, MI 48609 989.781.5700/989.878.1689 www.nightlifetricities.com jeffrey.nightlife@gmail.com

Event Type & Date:

Host/Hostess Name & Contact Number:

Host/Hostess Email Address:

Venue Address and Contact person's name & phone number:

Venue 2 Address, if applicable. Contact person's name & phone number:

Event Coordinator's name & phone number:

Photographer's name & phone number:

Videographer's name & phone number:

Expected # of guests for event: _____ **Age range of guests:** _____

Event Theme and Colors: _____

Event times, if applicable:

Cocktail Hour: _____ **Dinner Hour:** _____ **Dancing Hour:** _____ **Event end time:** _____

Location in Venue for DJ to set up:

Location in venue for Photo Booth, if applicable:

If there is a Grand Entrance planned for guest(s) of honor or host/hostess, what song would you like played?

Is there: a welcoming speech a toast prayer before dinner

Who will be giving the welcome speech? _____

Who will give the toast(s)?

Will there be a Dinner Prayer? If so by whom?

What style of Dinner Service? Buffet or Plated

Who will be dismissing your guests for Dinner if it is Buffet? Caterer or Venue Staff

What style of Dinner Music would you like played? _____

Music Preferences for Open Dance Floor

Dance music preference (Check all that may apply) 1950s 1960s 1970s 1980s 1990s
 2000s Top 40 Dance (Techno, House, Hip-Hop) Motown Country Big Band/Swing
 Rock&Roll Classic Rock Classical/Symphony Reggae Disco Indie Other:

Styles/Genres of Music you would like played: _____

Styles/Genres of Music to NOT PLAY: _____

Special Music requests to be played?

Any foreign/ethnic/cultural music to be played?

Will you have special Traditions to observe, if so please list each and any songs you'd like paired with

Final Song of Night, if applicable:

What time do you want the final song of the night? _____

-Please Add Additional Music Requests/Don't play requests, comments or other important info on this form or on a separate sheet of paper.

-Please inform your banquet manager that we will arrive 1.5-2 hours before the guests to setup.

-Please email/mail this filled-out form and any extra info sheets no later than 4 weeks before the event to:

Nightlife Entertainment
6879 Gratiot Rd
Saginaw, MI. 48609
jeffrey.nightlife@gmail.com

For any questions or assistance, call 989-781-5700

Your DJ will be in touch with you the week of your event to review this guide and make any modifications, however please feel free to email or call with any questions prior to that if you need any assistance regarding the music or a la carte services for your event.

We look forward to working with you!