

DJ Event Planning Worksheet

Event Information

Event Name

Date

Time

Venue/Location

Address

Expected Attendance

Event Type

Client Contact Information

Client Name

Phone Number

Email

Additional Notes

Event Timeline

Time	Activity/Segment	Notes

Music Preferences

Genres/Styles Requested

Must-Play Songs

Do-Not-Play Songs

Special Dances/Requests

Equipment & Setup

Sound System Needed

Lighting

Arrival/Setup Time

Additional Requirements

Notes