

"A Glorious Time!" Event Planning & Consulting

DJ

Pre-Event Planning Questionnaire

"A Glorious Time!" Event Planning and Consulting has compiled a list of 37 important questions we would like you to address prior to signing any contract with our consulting firm. These 37 questions are only intended to guarantee the best selection for our client's particular event.

1. How much do you charge? _____

2. Does your price include everything that you offer as a DJ? _____

3. Do you have any hidden charges? _____

4. Do you provide lighting and is there an extra charge? _____

5. Do you require a deposit and what are my payment options? _____

6. Can I pay you the day of my event? _____

7. Does the price include music during the cocktail hour, dinner, and breaks? _____

8. Can I choose from a song list as well as a "no play" song list? _____

9. Do you have a wide variety of song selections and what is your specialty? _____

10. Can you play songs to suit the tastes of ALL my guests? _____

11. Do you take and play requests? _____

12. How many songs do you have? _____

13. Are you licensed and insured? _____

14. How do you dress for an event? _____

15. Do you have references for your DJ services? _____

16. Do you have professional DJ equipment and do you bring a complete backup DJ system with you to each event in case there is an equipment malfunction? _____

17. What does the appearance of your equipment set-up? _____

18. Will you have a sign or banner on your DJ table? _____

19. Do you need a table and/or table cloth? _____

20. Do you have a service guarantee? _____

21. Can I meet with you before my event? _____

22. Do you have a website and/or promotional video? _____

23. Do you perform at nightclubs or on radio stations? _____

24. How long have you been a DJ? _____

25. Will you make announcements at my event? _____

26. Will you be on time and how early will you need to set up? _____

27. Will you go over what we need to do at my event? _____

28. What is your policy on food and alcohol? _____

29. Who will be responsible for managing your particular activities the day of the event? _____

30. Are you a full-time professional DJ or is this a part-time hobby? _____

31. What do you do to get people dancing and do you talk a lot? _____

32. Do you know the proper etiquette for different types of parties? _____

33. How do you describe your style? _____

34. Explain how you will handle any special announcements/introductions? _____

35. Can we see you in action? And if so, when is the best time? _____

36. Do you provide a contract? _____

37. How many breaks will you take during the event? _____
