

Cocktail Hour / Dinner Music/Dance Music Requests

Company Name: _____

Event Date: _____

Music/Event Start Time: _____

Please note: Start time should be no earlier than the start time indicated on your contract.

Room/Location: _____

Planned Duration Of Cocktail Hour:_____

(Cocktail Hours typically last 30 – 90 Minutes)

You Have Three Options For Cocktail Hour / Dinner Music:

1. Simply Describe the Style of Music To Be Played

2. Select Musical Format From One of The Suggestions Below

3. Select Specific Music Below

Option 1: Style Of Music To Be Played: _____

Option 2: Select From Our Cocktail Hour / Dinner Music Suggestions: *(check one box or any box that applies below)*


Standards/Big Band – *Sample Artists: Frank Sinatra, Tony Bennett, Billie Holiday*

Traditional Jazz – Sample Artists: Stan Getz, Duke Ellington, Louie Armstrong

 Smooth Jazz – *Sample Artists: Dave Koz, Pat Methany, Peter White*

Latin Jazz – Sample Artists: Tito Puente, Buena Vista Social Club, Arturo Sandoval

Lounge – Sample Artists: Dean Martin, Sammy Davis Jr. (“Swingers” Movie Soundtrack)

 **Classical** – Sample Artists: Mozart, Sarah Brightman, Andrea Bocelli

Soft Contemporary Hits – Sample Artists: Dave Matthews, Nora Jones, Sarah McLachlan

New Age – *Sample Artists: Enya, Mannheim Steamroller, Yanni*

Holiday Music

Option 3: Specific Cocktail Hour Music Suggestions: _____

These are songs or artists that you would like to specifically hear. You do not need to fill in a song title and artist, you can simply fill in some of your favorite artists or a specific song title unless it is important that a particular song is performed by a particular artist. You may also simply list your favorite artists and we can select some popular songs to play for you.

Title

Artist/Composer

[illegible]

Dinner, Toasts, Speeches & Presentations

Planned Dinner Start Time: _____

If this is a buffet style dinner, will we be calling table numbers?

☐ Yes ☐ No

Will there be opening comments before dinner?

☐ Yes ☐ No

Name of Person Speaking Title *(If applicable)* _____

Additional Speakers:

Name of Person Speaking Title *(If applicable)* _____

Will you have champagne toasts?

☐ Yes ☐ No

Will there be formal toasts that you would like us to oversee?

☐ Yes ☐ No

Name of Person Speaking Title *(If applicable)* _____

Additional Speakers:

Name of Person Speaking Title *(If applicable)* _____

Should we ask the rest of your guests if they would like to make a toast?

☐ Yes ☐ No

Any special instructions during the dinner or toasts?

Will there be presentations or speeches after dinner is completed?

☐ Yes ☐ No

Name of Person Speaking Title *(If applicable)* _____

Additional Speakers:

Name of Person Speaking Title *(If applicable)* _____

If you will be presenting awards, would you like us to play music while guests walk up to receive their award?

☐ No ☐ Yes Format _____

(example: Fun/upbeat, Jazzy, a theme from a popular movie/musical/television show, or soft background music)

Dancing Music

General Dance Music Suggestions:

(You may check any that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Country | <input type="checkbox"/> Disco | <input type="checkbox"/> Eighties |
| <input type="checkbox"/> 50s, 60s / Motown | <input type="checkbox"/> Funk | <input type="checkbox"/> Hip Hop |
| <input type="checkbox"/> Latin | <input type="checkbox"/> Nineties | <input type="checkbox"/> Novelty |
| <input type="checkbox"/> Jazz | <input type="checkbox"/> Classic Rock | <input type="checkbox"/> Eighties Rock |
| <input type="checkbox"/> Standards/Big Band | <input type="checkbox"/> Swing | <input type="checkbox"/> World Music |
| <input type="checkbox"/> House / Club | | |
| <input type="checkbox"/> Select music based on the feel of the guests | | |

Option 3: Specific Dance Music Suggestions:

These are songs or artists that you would like to specifically hear. You do not need to fill in a song title and artist, you can simply fill in some of your favorite artists or a specific song title unless it is important that a particular song is performed by a particular artist. You may also simply list your favorite artists and we can select some popular songs to play for you.

Title	Artist/Composer
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DJ's Dress:

- | | | | |
|-------------------------------------|-------------------------------------|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Suit & Tie | <input type="checkbox"/> Biz Casual | <input type="checkbox"/> Tuxedo | <input type="checkbox"/> Other: _____ |
|-------------------------------------|-------------------------------------|---------------------------------|---------------------------------------|

Announcements:

- ☐ Be vocal if needed
- ☐ Announce events and otherwise be conservative
- ☐ Make minimal announcements
- ☐ Stay off the microphone unless asked to make an announcement

Coordinating:

- ☐ DJ will control event timing
- ☐ Others will coordinate and alert the DJ

Coordinator: _____	Phone: _____
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Other Notes: _____

Please DO NOT play the following music:
