

THE SOUND SPECTRUM

MUST PLAY - MUSIC REQUEST FORM

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THE SOUND SPECTRUM believes that the music played at your Event is very important. It will enable your Guests to enjoy themselves and have a good time. Without quality music, your Event may not be what you wanted. This form is to aid you in the selection of songs for you and your guests. We have access to over 75,000 titles in our music library from the past 60 years. We will make every effort to play the songs you have chosen. However, you should remember to take into account the tastes and preferences of your friends and family. We only ask that you pick songs that are **DANCEABLE** and not too "far out". A good rule of thumb to remember is that we can only play about **15-17 songs per hour**. We can not Guarantee that every title listed on this form will be played. We may have to "adjust" the music to your Guests requests or allow for time. You can be very general with your selections. Just include something for everyone.

1. TITLE: _____ ARTIST: _____

2. TITLE: _____ ARTIST: _____

3. TITLE: _____ ARTIST: _____

4. TITLE: _____ ARTIST: _____

5. TITLE: _____ ARTIST: _____

6. TITLE: _____ ARTIST: _____

7. TITLE: _____ ARTIST: _____

8. TITLE: _____ ARTIST: _____

9. TITLE: _____ ARTIST: _____

10. TITLE: _____ ARTIST: _____

11. TITLE: _____ ARTIST: _____

12. TITLE: _____ ARTIST: _____

13. TITLE: _____ ARTIST: _____

14. TITLE: _____ ARTIST: _____

15. TITLE: _____ ARTIST: _____

16. TITLE: _____ ARTIST: _____

17. TITLE: _____ ARTIST: _____

18. TITLE: _____ ARTIST: _____

19. TITLE: _____ ARTIST: _____

20. TITLE: _____ ARTIST: _____

MUSIC YOU DON'T WANT PLAYED

1. TITLE: _____ ARTIST: _____

2. TITLE: _____ ARTIST: _____

3. TITLE: _____ ARTIST: _____

4. TITLE: _____ ARTIST: _____

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EVENT PLANNING SHEET

We have been entertaining at Special Events for Corporations and Individuals since 1966. Because of our experience, and the fact that many people are not familiar with the many activities available to your group, we have provided this work sheet to help you plan your special event. Each activity will be arranged and announced for you in a PROFESSIONAL manner. The format and activities listed below are recommended for most events. However, you may wish to not use all of them. In that case, we will help you select those items that are required of your project. We will COORDINATE all activities so you can just enjoy the Celebration. Please remember that this is only a guide and can be altered in any way to fit your requirements.

We would like to supply the requested information below to assist us in organizing your event with a PERSONAL TOUCH. We will contact the persons and /or businesses involved to help coordinate everything for you. Once this is done, you can relax and enjoy the fun.

Time

EVENT INFORMATION

- _____ 1. Type of Event: _____ Will it be a surprise? YES _____ NO _____
Birthday or Special Persons Name: _____ Birthday Date: _____
- _____ 2. Start time (when guests arrive): _____ Number of Guests: _____
- _____ 3. Will there be a Cocktail period? YES _____ NO _____ Length of time: _____
- _____ 4. Will you require Background Music for Cocktail period? YES _____ NO _____ Length of time: _____
- _____ 5. Type of Background Music: Lite Rock _____ Lite Jazz _____ Classic Guitar _____ Instrumental _____
Show Tunes _____ Easy Listen _____ New Age _____ Classical _____ Combination of All _____
- _____ 6. Will Hors d'oeuvres be Served? YES _____ NO _____ Start Time: _____ End Time: _____
- _____ 7. Meal or Food Service: Sit-down: _____ Buffet: _____ Finger food: _____ Length of time: _____
- _____ 8. Do you wish Background Music for Meal Period? YES _____ NO _____ Type: _____
- _____ 9. Will there be a Toast or Speaker(s)? YES _____ NO _____ Number of Speakers: _____
- _____ 11. Will there be a presentation? YES _____ NO _____ Type: _____
- _____ 12. Do you require any special equipment, Music or Sound Effects for Presentation? YES _____ NO _____
- _____ 13. Will Special people be recognized or Honored by Host? YES _____ NO _____ How many: _____
- _____ 14. Will there be a drawing or door prizes? YES _____ NO _____
- _____ 15. Will you have any special games for your guests? YES _____ NO _____ Type: _____
- _____ 16. Will you have additional entertainers? YES _____ NO _____ TYPE: _____
- _____ 17. Do you want Karaoke? NO _____ YES _____

Special Requests/Instructions: _____

Entertainer: _____ Phone: _____

Special Guest: _____ Phone: _____

Caterer: _____ Phone: _____

Photographer: _____ Phone: _____

I prefer to work closely with your event coordinator to personally help plan your special affair. I will contact you two or three times before your event to insure that every detail has been worked out to your expectations. This sheet should be returned to the Sound Spectrum before this time so we can confirm all arrangements and music. Contact will be made again just a few days before the event to accommodate any last time changes.