

Event Type: _____ Date of Event: _____



ACTIVITY PLANNER

DUE 1 MONTH IN ADVANCE

Mail to office with final payment:

Over The Top Entertainment LLC
 5089 County Rd T
 Amherst, WI 54406
www.overthetopdjs.com

Please include a telephone number where you can be reached the week of the event. Your DJ will contact you after reviewing your information.

Note If anything has changed since completing this activity planner please contact us **AT LEAST ONE MONTH PRIOR** to the date of your event. **Thanks for choosing Over The Top Entertainment!!!**

General Information:

Contact Person:		Contact Cell Phone:	
Phone Number:		Email:	
Event Date:		Event Times:	
Facility & Room Name:		Facility Phone:	
DJ set up time:		Facility Manager:	
Number of guests:		Floor (1 st , 2 nd , 3 rd):	

Please give us an idea of the type of DJ personality you'd like (subdued, interactive, outgoing, etc)

Explain: _____

Does your event have a theme? Yes No Explain: _____

Do you want the DJ to initiate group activity dances? (Chicken Dance, Locomotion, Electric Slide, YMCA etc.) Yes No

Do you want the DJ to involve your guest in games or contests? (Limbo contest, Twist contest, etc.) Yes No

Explain: _____

Are there any other special occasions or attendees to announce? (Birthdays, Anniversaries, etc.) Yes No

Please List: _____

Will you need our microphone? Yes No

For: Door Prizes Announcements Other (Please list) _____

Please include any other information which would help the DJ in their performance (Stories, Traditions, etc.)

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Music Preferences:

<input type="checkbox"/>	40's Big Band	<input type="checkbox"/>	70's	<input type="checkbox"/>	Country
<input type="checkbox"/>	50's	<input type="checkbox"/>	80's	<input type="checkbox"/>	Rnb/Rap
<input type="checkbox"/>	60's	<input type="checkbox"/>	90's	<input type="checkbox"/>	Classic Rock
<input type="checkbox"/>	Dance/House	<input type="checkbox"/>	New Age	<input type="checkbox"/>	2000's / Top 40

Songs we definitely want to hear: List Artist and Song. To allow requests, please do not exceed 12 songs

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