

# Special Event Coordination Sheet

**Event Details**

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Work Phone: \_\_\_\_\_ (optional #): \_\_\_\_\_

<b>Time</b>	<b>Event</b>	<b>Pertinent Information</b>
_____	Guest Arrive	Drinks Outside/Inside Dining Area Time
_____	Music	Neccesary Outside y / n (Holiday Music – Jazz – Easy Listening)
_____	Dining Area Open	y / n
_____	Dinner Served	Sitdown / Buffet
_____	Announcements/ Speakers	y / n
	Presented By: _____	
_____	Awards / Special Presentations	y / n
	Presented By: _____	
_____	Dancing	y / n
_____	Specialty Dances	(Electric Slide, Chicken Dance, Conga)
	Other: _____	

Meal Provided for the DJ/Band \_\_\_\_\_ y / n

Total Number of Guests: \_\_\_\_\_ 18 – 30 \_\_\_\_\_ % 31 – 40 \_\_\_\_\_ % 41 – 55 \_\_\_\_\_ % 56+ \_\_\_\_\_ %

**We Like:**

Soft Rock ( ) Jazz ( ) Classical ( ) Top 40 ( ) Country ( ) Big Band ( )  
 Cha Cha ( ) Soul ( ) 50's - 60's ( ) Disco ( ) Ballroom ( ) Salsa ( ) Rap ( )  
 Techno ( ) Reggae ( ) Ballards ( ) Other: \_\_\_\_\_

We absolutely do not want any: \_\_\_\_\_

Special Announcements (Birthdays, Anniversaries, Promotions..) \_\_\_\_\_

**Please fill out and return to us:**  
**Jordan River Entertainment**  
**997 Goodacre ln. SJ, Ca 95125 Fax 408-723-5418 / Phone 408-978-0979**