



The following is a list of questions that I will ask during our phone consultation one week prior to your event. Please review these questions and be prepared to answer these very important items. My goal is to make the evening as smooth and worry free as possible. Remember that this is a list of general questions. Feel free to note any additional questions or requests that you would like.

General Information

Corporation or Event Name: _____
Contact Person: _____
Event Date: _____
Type of Event: _____
Uplighting Package Added? Yes No
If yes, Color Choice: _____

Hall Information

Event Location: _____
Event Address: _____
Location Phone #: _____
Location Room Name: _____
Location Contact Name: _____

Other Contact Information

External Caterer? Yes No
Company Name: _____
Contact Name: _____

Event Highlights

Number of Guests: _____
Guest Arrival Time: _____
Cocktail Hour? Yes No
If yes, Location: _____
Cocktail Music? B.B.'s Best Special Musician No
Time of Dinner: _____
Dinner Music? B.B.'s Best Special Musician No
How is Dinner Served? *Sit Down* *Family Style* *Stations*
 Buffet *Hors d'oeuvres Only*

Per contract, the DJ is to be included for dinner. Please complete the following.
If dinner is "sit down", please specify entrée: _____
If seating is assigned, please specify table #: _____



Presentations or Speeches? Yes No

If yes, When? Before Dinner After Dinner

Name/Role or Title: _____

Name/Role or Title: _____

Name/Role or Title: _____

Name/Role or Title: _____

Name/Role or Title: _____

Introduction of Prayer/Blessing? Yes No

Name/Role or Title: _____

Video or Slide Show Presentation? Yes No

If yes, Time/Contact: _____

Request Cards Acceptable on Tables? Yes No

Dance Information

Dance Reception Start Time: _____

Dance Reception End Time: _____

Hokey Pokey? Yes No Request Only

Chicken Dance? Yes No Request Only

Electric Slide? Yes No Request Only

Cha Cha Slide? Yes No Request Only

Cupid Shuffle? Yes No Request Only

Late Night Appetizers? Yes No

Time: _____ *Location:* _____ *Selection:* _____

Special Dances/Songs?

Examples: Birthdays, Anniversaries, Friends, etc....

Songs you would not like to hear: _____

Notes:
