

Exhibit A

Event Planning Form

Client's Name (contact person) \_\_\_\_\_

Client's Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E Mail \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time Desired: From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM (Remember, we'll need one hour to set up and 45 minutes to tear down after event in addition to time listed above)

Event Venue Name \_\_\_\_\_

Event Venue Contact (if known) \_\_\_\_\_

Event Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Phone Number \_\_\_\_\_

Is Event Indoors or Outdoors? \_\_\_\_\_ Type of Surface (grass, tile, carpet, etc) \_\_\_\_\_

What floor is Event on? \_\_\_\_\_ Is an Elevator Accessible? \_\_\_\_\_

Type of Event e.g. wedding reception, school dance \_\_\_\_\_

What DJ Attire is requested (e.g. business casual, suit and tie)? \_\_\_\_\_

What is the estimated number of Guests Expected? \_\_\_\_\_

VIPs (bride, groom, birthday, etc)

1. VIP Name \_\_\_\_\_ Title \_\_\_\_\_

2. VIP Name \_\_\_\_\_ Title \_\_\_\_\_

3. VIP Name \_\_\_\_\_ Title \_\_\_\_\_

4. VIP Name \_\_\_\_\_ Title \_\_\_\_\_

When is the VIP Scheduled Arrival Time? \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_

What Types of Services/Equipment will You Need (check all that apply)?

Music (disc jockey) \_\_\_\_\_

Public Address (PA for speeches) \_\_\_\_\_

Karaoke \_\_\_\_\_

Special Dances (e.g. first dance, last dance, bride & groom dance, etc):

Description of Dance	Song	Artist

Other Special Requests or Announcements to be Made:

What Type of Music Would You Like to Hear (check all that apply)?

Country \_\_\_\_\_ Disco \_\_\_\_\_ Folk \_\_\_\_\_ Christian \_\_\_\_\_  
Dance \_\_\_\_\_ 50s \_\_\_\_\_ Jazz \_\_\_\_\_ Seasonal \_\_\_\_\_  
Classic Rock \_\_\_\_\_ 60s \_\_\_\_\_ Pop \_\_\_\_\_ Alternative \_\_\_\_\_  
Hip Hop/Rap \_\_\_\_\_ Blues \_\_\_\_\_ Rock \_\_\_\_\_ Children \_\_\_\_\_

Please Select the Top 10 or 15 Song Choices You Would Like to Hear:

Song Name	Artist
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Is There Anything Else we Should Know About You or the Event?

Please save completed form to your desk top and then send as an attachment to [cowboyfanbill@sbcglobal.net](mailto:cowboyfanbill@sbcglobal.net) or mail to BASS Entertainment, 9353 Golden Gate Drive, St Louis, MO 63144.