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EC:

**CORPORATE-LIVE MUSIC PREP FORM**

Help Us Help You. In order to make your Party the best ever, we must gather as much detailed information from you as possible. It is important that you complete the form clearly.

Name of Band:		Corporate Contact Name:	
Company Name:		Corporate Contact's Phone #:	
Charity Name:		Corporate Contact's email:	
Day & Date of Event:			
(i.e. Saturday, 7/17/05)			

Please check the applicable box for your event  
 Will there be a Raffle?  Fundraiser  Holiday Party  Awards Ceremony  
 Yes  No  
 Will there be a Live Auction?  Yes  No

Catering Manager		Venue:	
Theme:		Venue address:	
Total # of Guests:		(must include zip code)	
Age Range of Guests:		Cross Streets	
		Venue Phone #:	
		Catering Manager Phone #:	

Please list start and end time.

<b>Cocktail:</b>	Room Name		# of musicians		Cocktail time:	
<b>Reception:</b>	Room Name		# of musicians		Reception time:	
Will any of the above be held in the same room?						
Will party be held Outdoors?						
Will party be held under a Tent?						

Please note a site visit will be necessary if event is held at a residence. A site visit may be necessary for other venues as well.

NO CHANGES CAN BE MADE LESS THAN TWO WEEKS PRIOR TO AFFAIR

Party Planner Name:		Party Planner Phone#:	
Will Timeline be available?			



**GOH or Honorees** (if applicable):

Name	Title

**Grand Entrance to Include:**

	Name (phonetic spelling for unusual names)	Title	
1			
2			
3			
4			
5		<b>GUEST OF HONOR</b>	

**Toasts/Speeches:**

Toast/Speech said by:	
Toast/Speech said by:	
Toast/Speech said by:	
Honor Dance(list names-i.e. GOH/Spouse)	
Honor Dance(list song name and artist)	

## **MUSIC PREFERENCES**

**MUSICAL GENRE YOU PREFER (check all that apply-please double click to enter check):**

- 60's     
 80's     
 Disco     
 Rock & Roll  
70's     
 Motown     
 R & B     
 Latin

**Musical Genre you DO NOT want to hear:**


**Music Genre Comments:**




Party Attire:  Formal/Black Tie  Chic/GQ  Casual/Club  Other  
 Please explain:

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**Please check all that apply:**

MC  DJ  Dancers

Number of Dancers	

MC Name	
MC Phone#	
DJ Name	
DJ Phone#	

**Important Notes:**

**Venue Logistics:**

<b>Name/Address/Phone of Venue</b>	
<b>Questions</b>	
<b>Caterer who is handling this event and their phone number.</b>	
<b>When checking the times and location double check it to the Formalities sheet.</b>	
<b>Room &amp; Time of Event</b>	
<b>Cocktail Room Name &amp; Time:</b>	
<b>Reception Room Name &amp; Time:</b>	
<b>Do you have a timeline? Can you fax or email it to us?</b>	
<b>Is there a Stage?</b>	
<b>What is the earliest we can Load in?</b>	
<b>Where is the Load in Located?</b>	



Are there any Steps?	
Is there an Elevator?	
Is there Valet Parking?	
Where is the nearest Parking Lot?	
Do you know the cost of the parking?	
What are the nearest cross streets?	

**Note:** Please provide us with DIRECTIONS to your Venue.

**Note:** Caterer should provide a secure “Green Room” for the band- a room or area where band can leave personal belongings, cases, and change of outfit. Please make room available 2 hours before event start time until end of event.

**Hot meals and Beverages, Bottled Water (not carbonated) should also be provided for Band.** Band will break during dinner for short period. If your affair is under a tent, it is still important that an area be provided to function as a “Green Room”

**Parking**

If your event is in Manhattan, are you providing for Valet parking for your guests?	Yes/No
If so, can the Band use the Valet Parking?	Yes/No

**Music/Request Notes**

**Note:** If you are requesting a song (1<sup>st</sup> Dance or Parent Dance) which the band is not familiar with, you must provide a CD (and possibly sheet music) **NO later** than 4 weeks prior to affair for the band to learn.

**Note:** Please tell us what songs you **DO NOT** want played at your affair. For music you **DO** want played, please indicate genre only (Rock & Roll, Latin, Motown, Disco, etc.) Your Band Leader will select songs which fall into those categories

**Travel:** If your affair requires “out of area” travel by the band (more than 2 hours) and the band must book a bus to the venue that arrives between 5 to 6 hours prior to event, client should also provide food (sandwiches, snacks, and Beverages) upon the Band’s arrival at the venue.

**Payment**

Balances must be paid **14 Business days** prior to your event and can be by personal check. After 14 business days we can only accept a Bank Check, Certified Check or Money order.

