



**DJ RODNEY LEE**  
LIVING MY BEST LIFE, ONE BEAT AT A TIME.

DJ Rodney Lee LLC  
804.337.2046  
dj.rg.rva@gmail.com  
www.djrodneylee.com



# EVENT DETAILS FORM

## CLIENT CONTACT INFORMATION

Date of Event: \_\_\_\_\_ DJ providing music/MC for what type of event?: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## VENUE INFORMATION

Venue for Event: \_\_\_\_\_

Address of Event Location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact at Event Location: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Time DJ Rodney Lee Begins: \_\_\_\_\_ Time DJ Rodney Lee Ends: \_\_\_\_\_

Indoors \_\_\_ Outdoors \_\_\_ (must be sheltered w/electricity nearby)

Uplighting (if purchased - extra) Color for inside event area: \_\_\_\_\_

Will you need a wireless microphone for your event? \_\_\_ Yes \_\_\_ No

Approximate Number of Guests Attending: \_\_\_\_\_ Will there be children at this event? \_\_\_\_\_

## EVENT TEAM INFORMATION

Event Coordinator: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ Website/Social: \_\_\_\_\_

Photographer: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website/Social: \_\_\_\_\_

Videographer: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website/Social: \_\_\_\_\_

Catering: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website/Social: \_\_\_\_\_

Other: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website/Social: \_\_\_\_\_

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### MEAL DETAILS AND MUSIC SELECTIONS

*(Fill this part out ONLY if your event includes a meal worked into the event)*

Is the DJ providing music during the meal?  Yes  No Time meal will be Served \_\_\_\_\_

The meal will be:  Buffet Style  Table Service  Hors D'oeuvres Only

Providing a meal for your DJ is not a requirement but, is greatly appreciated.  Meal Provided  Not Provided

#### Select any combination of music genres below:

Easy Listening – slow & mid-tempo love songs, pop, rock & country

Light Jazz - Instrumental

Lounge / Big Band (Frank Sinatra, Dean Martin, Nat Cole, Bobby Darin, Tony Bennett)

Piano music - Instrumental (pop and jazz standards by various artists done by piano only.)

Nice Mix of all the above

Other - List what you would like to hear:

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### SPECIAL EVENT HAPPENINGS

**Please let me know of any special happenings or details that will occur at the event.**

