



Hiring a DJ- Worksheet

Your Party info:

The event is taking place _____

The event starts and ends _____

What I want to have the dj doing during the party _____

(playing music, talking to crowd, leading games, coordinating karaoke)

Music that I want to hear at the party: _____

Music that I do not want to hear at the party: _____

Questions for the deejay:

1. What do you Charge? _____
2. Is there a Deposit? _____
3. What time will you arrive to set up? _____
4. What Type of music do you play/have? _____
5. Does your DJ's take request? _____
6. Can I meet with your DJ's? _____
7. What Time do you want the DJ's to start playing music? _____
8. Does your DJ Company have a website? Yes / No if (Yes what is it _____)
9. Does your company provide Lights? Yes / No (How much cost?) _____
10. Does your company provide Karaoke? Yes / No (How much cost?) _____
11. Are your DJ's Interactive DJ's or Non-Interactive DJ's? _____
(Interactive DJ's come out and talks with the audience and show dances and play games. Non-interactive DJ's stay behind the table and take request.)
12. What should the DJ's wear? Casual / Tux / Themed (Example: 50's and 60's/ Halloween Party)
13. How did you hear about us? _____
14. Do Provide a Written Agreement? _____

15. Do you have back-up equipment? _____
16. Is your equipment Professional Quality? _____
17. Can you work indoor/outdoor? _____
18. What does your DJ Company Offer? _____
19. Can I see your DJ in Action? _____

Remember: See if the DJ Company is willing to fit all YOUR NEEDS.
You are the BOSS!!! And the DJ works for YOU!!!! However the DJ doesn't know how your event will take place/turn out. So to make your party a complete success give the DJ all the information you possible can.