



**Chad Dowling**  
**PRODUCTIONS**  
 Mobile Disc Jockey Service

Chad Dowling Productions  
 206 Tsugawa Court  
 Woodland, Wa 98674  
 (503) 320-0895  
 Email DowlingChad@Hotmail.com

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# Special Event Planner

Event Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Advisor's Name: \_\_\_\_\_

School/Facility Name: \_\_\_\_\_ Set Up Location: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_

Facility Contact: \_\_\_\_\_ Facility Phone: \_\_\_\_\_

Are there stairs or is it easily accessible for equipment load in:      Yes      No

NOTE: There may be a \$50 stair load in fee. Call for details.

Dress Code: \_\_\_\_\_ Casual \_\_\_\_\_ Semi Formal \_\_\_\_\_ Tux \_\_\_\_\_ Other

Event Theme: \_\_\_\_\_ Event Song: \_\_\_\_\_

Can Chad Dowling Prod. sell Glow Novelties at your function with a percentage of the proceeds benefitting the class or club sponsoring event?      YES      or      NO

List your Organizations favorite TOP TEN Songs:

- |           |          |          |
|-----------|----------|----------|
| 1) _____  | 2) _____ | 3) _____ |
| 4) _____  | 5) _____ | 6) _____ |
| 7) _____  | 8) _____ | 9) _____ |
| 10) _____ |          |          |

**We will take requests the night of the event & we will do our best to play as many as we can. Thank You!**

Please list any songs that may be inappropriate for your event:

- |          |          |          |
|----------|----------|----------|
| 1) _____ | 2) _____ | 3) _____ |
| 4) _____ | 5) _____ | 6) _____ |

## ADDITIONAL INFORMATION

Are there any special announcements or activities planned that we should know about?

Will there be awards, door prizes, drawings?      YES      NO

If Yes, would you like our help?      YES      NO

Would you like us to perform any ice breakers? (Chicken Dance, Limbo, Contests, etc.)

YES      NO

**Thank You for taking the time to fill this planner out. Your DJ will be in contact with you the week of your event. If you have questions or concerns before then, please call our office. Thank You!**