



## Event Planner - School Event

Word document version can be completed on-screen and saved to your computer. PDF version can be printed off and completed by hand.

Return 1 month prior to your Event to:  
Address: Corabar Entertainment, 3 The Hook, New Barnet, Hertfordshire, EN5 1LG  
Email: [discos@corabar.co.uk](mailto:discos@corabar.co.uk)  
Fax: 020 8364 9095

### General Information - School Event

School Name:	Contact Name:
Address (inc post code):	Email:
Contact Phone No:	Type of Event (eg End of Term Disco):
Event Date:	Event Times (DJ Start and Finish): (Start) (End)
Venue Name/Address (inc room name & postcode, if event not on school premises):	Venue Phone No:
Contact Name at Venue:	Venue Contact's Email: <input type="checkbox"/> Yes <input type="checkbox"/> No

Please note that at least an hour will be required to set up a basic Mobile Disco.

If the party is taking place during daylight hours, please give serious consideration to 'blacking out' as many of the windows as possible to enable the disco lighting to operate at maximum effect. The more light there is in the hall, the less the lighting effects will be seen.

Earliest time our staff can gain access to set up equipment:

No. of children expected:

How many Girls:

How many Boys:

Please indicate how many children of each age group you are expecting

Aged 4 to 5:

Age 6 to 7:

Aged 8 to 9:

Aged 10 to 11:

Aged 12 to 13:

Aged 14 to 15:

Aged 16+:

**NB** Corabar Entertainment provides a Children's Disco (with competitions & games for pre-teens). Our DJ is not there in a general supervisory capacity, which will be the responsibility of the party organisers. All events **MUST** have sufficient adult supervision of minors.

You can have those attending the disco create a request list for specific songs by using our online interactive system. This can be found within the Client Area on our site. However, if you have any general preferences / requirements, please let us know here (else opt for 'DJs discretion')

Leave to DJs discretion:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Children's Music:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current / Recent Chart:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participation dances:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Games / Competitions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:				
Any speeches / presentations:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, at what time:	

### Other Relevant Information

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