



Event Planner - Staff or Christmas Party

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
Fax: 020 8364 9095

General Information - Staff or Christmas Party

Company Name:	Contact Name:
Address:	
Phone:	Email:
Event Date:	Event Times (DJ Start and Finish): (Start) (End)
Name of or Reason for Event (eg Christmas Party):	
Venue Name (inc room or suite name):	Venue Phone No:
Venue Address (inc post code):	
Contact Name at Venue:	Venue Contact's Email:
Setting: <input type="checkbox"/> Function Room / Suite <input type="checkbox"/> Hall <input type="checkbox"/> Marquee <input type="checkbox"/> Ground	Does the venue have a loading area & free car park available for our staff's use: <input type="checkbox"/> Yes <input type="checkbox"/> No
On what floor is the event taking place: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Higher	Lift: <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 Architectural Room Lighting is required, access for an additional 2 hours will be needed.	
Earliest time our staff can gain access to set up equipment:	By what time must our staff have completed setting up:
Guests Arrival Time:	No of Guests Expected (approx):

Additional Event Information

Any other entertainment during event: Yes No

Style of Entertainment:

So that we can co-ordinate with any other entertainment planned during the event (eg to ensure that our DJ does not play the same songs as any live band) we ask that you let us have their contact details below.

Name of Band / Entertainment Company:

Other entertainment contact name:

Contact telephone number:

Contact email address:

You can create a request list for specific songs you would like played at the event by using our online interactive system.

This can be found within the Client Area on our site, but it would greatly assist us in reserving the correct DJ for you if you could let us know if you have a preference on the styles of music you may require for your event.

Please mark alongside the era / genre if you feel strongly that a particular style of music should / should not be played. If you leave any era / genre blank, we will assume you are happy to leave it to the DJ's discretion.

60s Pop:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	70s Pop:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
80s Pop:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	90s Pop:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
00s pop:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current / Recent Chart:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ballroom / Strict Tempo:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Big Band:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Country / Folk, etc:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Easy Listening:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Soul, Motown, etc:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Disco:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Glam Rock:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Indie:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Garage:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Old School:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rock:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rock 'n' Roll / Rockabilly:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
R&B:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reggae / Ska:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cheese:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Participation dances (eg Macarena):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any other styles required (list here):

- Black Tie
 Suit With Tie
 Suit Without Tie
 Smart Casual
 Themed

DJ Attire:

If Themed chosen, confirm theme:

Please either confirm that your event will have a mix of all ages attending, or mark all those age ranges which apply.

All Ages:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 16 to 20:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 15 and under:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 31 to 40:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 21 to 30:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 51 to 60:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 41 to 50:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 71 and Over:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 61 to 70:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Other Relevant Information