



**CREATIVE PRODUCTIONS**  
Creating Remarkable Entertainment Experiences!

# J. Walker Creative Productions

## Function Information Sheets (Non-Wedding Event)

Please Note: This packet of information is to be completed and returned to J. Walker Creative Productions no less than ten (10) days prior to your event date.

You can return them by USPS to 268 Ewings Mill Road, Moon Township PA 15108 or by e-mail to [info@jwalkercp.com](mailto:info@jwalkercp.com). We appreciate your cooperation.

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### Client Contact Information:

Contact #1 Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Time and Logistical Information:

Date of Event: \_\_\_\_\_ Venue Name: \_\_\_\_\_

Venue Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Venue: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ AM PM Tentative Ending Time of Event: \_\_\_\_\_ AM PM

*Please Note: J. Walker Creative Productions may need up to three (3) hours for event setup. Setup must be completed before guest arrival.*

Estimated Number of Guests: \_\_\_\_\_ ( \_\_\_\_\_ Guests under 16 \_\_\_\_\_ Guests under 16-21 \_\_\_\_\_ Guests over 21)

Comments/Questions/Special Requests: \_\_\_\_\_

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### Entertainment Information:

Will you be having a cocktail period? YES NO

If so, what is the start time? \_\_\_\_\_ End Time? \_\_\_\_\_ In reception room? YES NO

What type of music would you like played? Jazz Classical Piano Easy Listening Seasonal

Will you be having dinner music? YES NO

If so, what is the start time? \_\_\_\_\_ End Time? \_\_\_\_\_ In reception room? YES NO

What type of music would you like played? Jazz Classical Piano Easy Listening Seasonal

**Setup and Venue Information:**

Please answer the following questions pertaining to the setup and successful execution of our entertainment services and the equipment we use. The information contained in the following questions/answers will help greatly reduce the possibility of unexpected problems when we arrive to setup for your event. Many of the following questions will need to be discussed with a key contact person at your wedding reception venue. Please provide their contact information:

Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- 1. Will the J. Walker Creative Productions' staff be able to arrive as early as three (3) hours prior to our scheduled start time to begin (or prior to the guests' arrival time for the event) to allow for adequate setup time of the sound and lighting systems? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 2. Will the J. Walker Creative Productions' staff have access to a minimum of two (2), separate 20 amp electrical circuits for standard Edison plugs within 15 feet of the setup area? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 3. Will the J. Walker Creative Productions' staff have direct and immediate access to the circuit breakers in the unlikely event that we experience an electrical overload? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 4. Will there be a maintenance staff member from the venue on site? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If so, provide their name: \_\_\_\_\_ Phone: \_\_\_\_\_
- 5. Will the event be indoors, outdoors or dependent on the weather? \_\_\_\_\_
- 6. Are the ceilings in the reception area at least nine (9) feet high? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 7. We will require one (1) six-foot standard banquet table. If no six-foot rectangular banquet tables an eight-foot table can be used. Table needs to be draped and skirted. \_\_\_\_\_ YES \_\_\_\_\_ NO
- 8. The J. Walker Creative Productions' staff uses heavy sound and lighting gear that is all on wheels. Will there be any steps that we will have to traverse to get the equipment to the setup area? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 9. Are we permitted, and would you like us to use theatrical fog machines to enhance the special effects lighting and musical entertainment experience? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 10. What kind of flooring will the guests be dancing on during your event? \_\_\_\_\_
- 11. Per our contract we will need to unload our gear as close to the setup location as possible. After the equipment has been unloaded we will need an appropriate, in sight, well lit and safe place to park our truck and 18' enclosed box trailer. Will this be a problem? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 12. Due to the schedule that the J. Walker Creative Productions' staff maintains on event days we request hot meals for the up to three-person team. Will this be a problem? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 13. The staff of J. Walker Creative Productions works hard to create a fun party atmosphere for guests. Will the venue lighting be adjusted to a lower setting when the dancing begins? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 14. Will we be required to use an elevator to load in the production equipment? \_\_\_\_\_ YES \_\_\_\_\_ NO
- 15. Does the reception venue allow for an extension of the length of your event? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have your venue contact (listed above) sign off on this page and the information contained herein:**

X \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Music Selection Information:**

Please mark all of the musical genres you would like to hear at your event with an “X”. Please feel free to mark as many or as few as you would like. Later in this questionnaire packet there will be space to provide specific songs and artists that you would like to hear played during your event:

- \_\_\_\_\_ Alternative (21 Pilots, Imagine Dragons, James Bay, The Lumineers, Foo Fighters, etc)
- \_\_\_\_\_ Blues (Etta James, B.B. King, Blues Brothers, King Floyd, Aaron Neville, Dorothy Moore, etc)
- \_\_\_\_\_ Christian (Lauren Daigle, Chris Tomlin, Sidewalk Prophets, Danny Gokey, Johnny Diaz, etc)
- \_\_\_\_\_ Country (Florida Georgia Line, Dierks Bentley, Tim McGraw, Carrie Underwood, Luke Bryan, etc)
- \_\_\_\_\_ Dance (Calvin Harris, Mike Posner, Alan Walker, Madonna, David Guetta, The Chainsmokers, etc)
- \_\_\_\_\_ Hip Hop/Rap (DJ Khaled, Kent Jones, Snoop Dogg, Kevin Gates, Drake, Flo Rida, Notorious B.I.G, etc)
- \_\_\_\_\_ Disco Hits (Bee Gees, Metro Station, Wild Cherry, Earth Wind and Fire, Panic! At The Disco, etc)
- \_\_\_\_\_ Hits from the 1950’s (The Coasters, Little Richard, Jerry Lee Lewis, Bill Haley and His Comets, etc)
- \_\_\_\_\_ Hits from the 1960’s (The Four Tops, Contours, Supremes, The Isley Brothers, Thurston Harris, etc)
- \_\_\_\_\_ Hits from the 1970’s (Marvin Gaye, Temptations, Commodores, Sister Sledge, Johnny Carver, etc)
- \_\_\_\_\_ Hits from the 1980’s (Michael Jackson, Guns N’ Roses, Foreigner, Whitney Houston, Prince, etc)
- \_\_\_\_\_ Hits from the 1990’s (Brittney Spears, The Goo Goo Dolls, Hootie & The Blowfish, Aerosmith, etc)
- \_\_\_\_\_ Hits from the 2000’s (Adele, Rhianna, Colbie Caillat, LMFAO, Rihanna, Justin Bieber, Pink, etc)
- \_\_\_\_\_ Pop Hits (Ariana Grande, Justin Timberlake, Meghan Trainor, Beyonce, Selena Gomez, Shakira, etc)
- \_\_\_\_\_ R&B/Soul (Alicia Keys, John Legend, Chris Brown, Bryson Tiller, The Weeknd, Chasing Destiny, etc)
- \_\_\_\_\_ Rock (Blink 182, AC/DC, Metallica, Eagles, Queen, Lynyrd Skynyrd, Switchfoot, Pink Floyd, etc)
- \_\_\_\_\_ Line Dances (Electric Slide, Cha Cha Slide, Cupid Shuffle, etc)
- \_\_\_\_\_ A Mix of Current Top 40 Hits (Billboard)
- \_\_\_\_\_ Other (Please Explain): \_\_\_\_\_

Would you like us to take musical song requests/dedications from your guests and if appropriate with the evenings musical entertainment play them? \_\_\_\_\_ YES \_\_\_\_\_ NO

Would you like the J. Walker Creative Productions staff to AVOID playing songs with explicit language/lyrics or songs that contain vulgar subject matter? \_\_\_\_\_ YES \_\_\_\_\_ NO

Would you like the J. Walker Creative Productions staff to play “edited” or “clean” versions, when available, of otherwise explicit songs? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Pre-Function Musical Dedications:**

Please use the following table to write any particular song dedications to specific people or groups of people such as family members, parents, friends, college classmates, etc. You can also use this space to list any special birthdays and/or anniversaries on or near your event date that you would like recognized.

Song Title	Artist	Dedicated To	Reason (if applicable)



**Do Not Play List:**

Please use the space provided to list any songs, artists or types of music that you would specifically not like played at your wedding reception.

Song Title	Artist

Please use the following space to write any questions, comments, concerns, special requests or other information that you believe might be helpful and/or important to the J. Walker Creative Productions' staff in the successful planning, setup and execution of the musical entertainment at your event.

**Miscellaneous Information:**

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***Client Signature Required***

***Please sign below confirming that all of the information contained in the above questionnaire is correct and accurate. By signing below, you also agree and therefore release Joshua S. Walker and J. Walker Creative Productions and its staff from any and all problems, situations or consequences that may occur or arise from any incorrect, incomplete or missing information included in the above, now completed Function Information Sheets packet.***

X \_\_\_\_\_ Date \_\_\_\_\_