be hear now
Hawaii Sound & Vision

Event Questionnaire

HOST NAME: _____

EVENT DATE: _____ / _____ / _____

Please complete this questionnaire together with the enclosed song list, and return them at least 3 WEEKS PRIOR to your function date.

GENERAL INFORMATION:

Please provide first or full names and **include phonetic spelling** (e.g. Leilani <lay-lon-ee>) if needed.

- **OCCASION:** _____
- **FOR WHOM:** _____
- **TIME AREA AVAILABLE FOR SET-UP:** _____
- **TIME GUESTS WILL ARRIVE:** _____

FUNCTION TIMING:

Please list below the timing for different portions of your event together with the songs you would like played (attach a separate page, if necessary):

TIME	EVENT	SONG	ARTIST	HSV USE

SPECIAL ANNOUNCEMENTS:

- **ANY BIRTHDAYS, ANNIVERSARIES, OR SPECIAL GUESTS YOU WISH TO ACKNOWLEDGE:**
  - _____
  - _____
  - _____
  - _____

SONGS or MUSIC STYLES you DO NOT want played: _____

FUNCTION INFORMATION: (* Subject to additional charge - see price list)

	YES	NO
NUMBER OF GUESTS: _____		
FOOD AVAILABLE?	☐	☐
INDOORS ☐ or OUTDOORS ☐		
If outdoors, is the AREA SHADED?	☐	☐
* Is OVERTIME POSSIBLE?	☐	☐
If so, HOW MUCH is likely? _____		
Equipment space LESS THAN 6 square feet?	☐	☐
7 OR MORE STAIRS from loading area?	☐	☐
TABLE available?	☐	☐
ELECTRICAL within 50 feet?	☐	☐
If not, HOW MANY FEET away? _____		
* Is a GENERATOR NEEDED?	☐	☐
* Would you like any LIGHTING EFFECTS?	☐	☐
If yes: MIRROR (Disco) BALL ☐ LIGHTING ☐ with FOG		☐
TRUSS Package ☐ OTHER: _____		

- **CATERER & CO.:** _____
- **COORDINATOR:** _____
- **VIDEOGRAPHER:** _____
- **PHOTOGRAPHER:** _____

LOCATION:

_____

- **ROOM:** _____ **PHONE:** ( ) _____
- **ADDRESS:** _____
- **DIRECTIONS FROM NEAREST CITY OR TOWN:** _____
  (not necessary if location is a hotel or resort)

_____

_____

_____ **MAP ENCLOSED:** ☐

OTHER SPECIAL INSTRUCTIONS:

_____

_____

_____

(Please check-off your requirements to aid in appropriate presentation for your event)

GENDER:
- ☐ Male
- ☐ Female
- ☐ Either

ATTIRE:
- ☐ Formal
- ☐ Semiformal
- ☐ Casual
- ☐ Theme

SPEAKING SKILLS:
- ☐ Talkative
- ☐ Somewhat Talkative
- ☐ Doesn't Matter
- ☐ None Required

TOP 3 CHARACTERISTICS:
- ☐ Funny
- ☐ Enthusiastic
- ☐ Outgoing
- ☐ Motivational
- ☐ Relaxed
- ☐ Quiet
- ☐ Sophisticated
- ☐ Assertive
- ☐ Witty
- ☐ Detail-Oriented
- ☐ Conservative
- ☐ Wild and Crazy

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