DJ EVENT / 01

DEFINE THE EVENT AND AUDIENCE

Give every DJ the same event purpose, setting, timing, and audience starting point.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event purpose, date, venue, indoor or outdoor setting, rooms, host, and planning contacts

Guest estimate, age range or audience context, languages, tone, and accessibility questions

Provider access, loading, parking, setup, sound check, guest arrival, event end, teardown, and pickup windows

Venue coordinator, planner, photographer, videographer, performers, speakers, and other handoffs

Music direction, cultural or language preferences, energy changes, and experience I want guests to have

My three priorities for the first DJ conversation

Preparation only. Not music selection, audio engineering, electrical, rigging, crowd-safety, copyright, licensing, venue, insurance, contract, or legal advice.

DJ EVENT / 02

MAP THE RUN OF SHOW AND SERVICE ROLES

Put important moments in order and separate performance, MC, audio, and optional work.

Guest arrival, opening, introductions, meals, formalities, presentations, performances, transitions, and close

Must-discuss selections, do-not-play guidance, request handling, clean versions, and pronunciation notes

DJ performance areas, ceremony or presentation audio, microphones, monitors, and room transitions

MC announcements, introductions, cues, scripts, speaker support, planner coordination, and approval process

Lighting, effects, recording, streaming, screens, staging, or other optional services to quote separately

Host, venue, planner, provider, performer, speaker, and other-vendor responsibilities

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DJ EVENT / 03

PREPARE THE VENUE AND BACKUP CONVERSATION

Tick what is ready, then ask the venue and provider to confirm their own requirements.

- [ ] Event, venue, audience, and planning contacts are listed
- [ ] Run of show and important cues are drafted
- [ ] Music direction and request process are ready to discuss
- [ ] DJ, MC, audio, lighting, and optional roles are separated
- [ ] Venue access and known technical constraints are recorded
- [ ] Setup, sound check, teardown, and pickup windows are listed
- [ ] Backup and substitution questions are prepared
- [ ] Every provider will receive the same event brief

Venue sound, power, staging, tables, cover, loading, wireless, volume, curfew, access, and coordination facts

Provider-proposed speakers, mixers, microphones, controllers, lighting, cabling, stands, backups, and operator coverage

Weather, room move, delay, equipment issue, personnel substitution, schedule change, and emergency-contact questions

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DJ EVENT / 04

QUESTIONS FOR THE DJ

Record how this provider would prepare, perform, coordinate, adapt, and close out the event.

Scope: how will the timeline, music direction, special moments, rooms, announcements, and handoffs be documented?

Services: which DJ, MC, ceremony, presentation, microphone, lighting, recording, and coordination roles are included?

Equipment: what is proposed, what venue items or power are assumed, and what setup, test, teardown, and access apply?

Changes: how are requests, schedule shifts, pronunciation notes, substitutions, delays, overtime, and approvals handled?

Backup: what equipment, files, personnel, communication, room-change, weather, and interruption arrangements apply?

Proposal: what fee structure, travel, responsibilities, exclusions, permissions, terms, deliverables, and closeout apply?

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DJ EVENT / 05

COMPARE THE SAME DJ SCOPE

Use A and B in every box. Clarify differences before comparing totals or fit.

Provider A / Provider B / planning conversation and proposal dates

Timeline, music direction, DJ and MC roles, ceremony or presentation audio, and optional services - A / B

Equipment, venue assumptions, access, setup, sound check, backup, teardown, travel, and deliverables - A / B

Responsibilities, exclusions, complete fee structure, changes, terms, permissions, and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a DJ request. Share the event, venue, timeline, audience, music direction, announcement and audio needs, access, equipment questions, backup expectations, and deliverables so participating pros can compete with proposals. Compare written scope, responsibilities, complete fee structure, terms, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A venue review and event-planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/dj

U.S. Copyright Office: What is Copyright? (official reference)

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