



## Music Checklist

### Two Weeks Prior to Event Date (minimum)

- Have you booked a DJ or sound company for the event?
- Have you sent a desired playlist to the DJ? (See How To section)
- Have you communicated the type of music to avoid so he/she knows what not to play? (i.e. jazz, soft rock, love songs, heavy metal, instrumental, elevator music, etc.)
- Will the DJ be doing music for the fashion show or will someone else do that?
- Have you communicated venue location/restrictions to the DJ?
- Is there enough power/working electrical outlets where the DJ will be positioned at the event?
- Have you done a walk-through with the DJ so he/she can see what, if any, additional speakers they will need to bring?
- Have you asked the DJ/sound company to bring 2 microphones (one for emcee/auctioneer, one for WW&S team)
- Has the playlist for the fashion show been customized and is there a smooth transition from song to song? Emphasize that it's important to play each song for 1-2 minutes before transitioning into next song as you don't want the songs to sound too mish-mashed.
- Do you have his/her cell phone contact info for day of and do they have yours?
- Are there particular songs you want played at the beginning of each live auction lot to correlate to the theme of the lot? (i.e. "Fire" for firefighter dinner lot when firefighters walk the runway, etc., "Red red wine" for trip to Napa Valley, etc.)
- If something happens to DJ day of, do you have a backup plan? Can you create a playlist on an iPod that could be plugged in and played over a sound system?
- Does the DJ know where to load in/load out and where to park their car during the event?

### Day of Event

- Has the DJ/sound company arrived at least two hours before the event start to set up?
- Have they done a sound check?
- Have they done a dress rehearsal with models for the show?
- If you're not loving the music once the event starts, have you asked the DJ to up the energy level?
- Is music too loud / not loud enough? Can guests hear themselves talk?
- Do you have a timeline of when certain announcements will be made so the DJ knows when to turn down music?