



Delta Sigma Theta Sorority, Inc., Saginaw Alumnae Chapter would like for you to participate in our Request for Proposal for disc jockey services for our fiscal year July 1, 2018 – June 30, 2019. Our goal is to outline the services that we are requesting, obtain your interest, availability and cost. We are a non-profit organization and proceeds from our events benefit scholarships and educational programs.

Please respond to the listed questions and the attached form.

	Yes or No
Do you have a written contract? If so, please provide a copy.	
Will you work with the event organizer's playlist as well as the do-not play list?	
Will the music continue while the you take a break?	
Do you have the equipment to mix songs so there is no break between them?	
Will you announce items that are listed in the program?	
Will you give examples of the above things when you meet the event organizer?	
Have you worked at a Delta Sigma Theta, Inc., Saginaw Alumnae Chapter event before?	
Does your equipment include sound system, wireless mic and speakers?	
What will you do if nobody is dancing?	
Are you willing to wear suggest attire?	
Do you have a video of your work at another event?	
Are you willing to take a reduced payment if you don't adhere to the contract (arriving on time, adherence to the playlist, etc.)?	
Do you access to play music from smart phones?	
Can you mix songs together for performances/step shows (splice)?	



Delta Sigma Theta Sorority, Inc., - Saginaw Alumnae Chapter
Request for Proposal - Disc Jockey Services

Event	Power Play	Symposium	Sweetheart Dance	Del Sprite Ball	Ms. Delta Doll Pageant	Fit Fun/5k	White Party
Date	11/8/18	11/15/18	2/19/19	3/9/19	5/18/19	6/8/19	8/3/2019
Pre-event deliverables	None	None	None	music cut for performances	CD of music of opening act and individual performances		None
Start Time	11:30 a.m.	4 p.m.	5:30 p.m.	5 p.m.	1 p.m.	11 a.m.	6 p.m.
End Time	1:00 p.m.	9 p.m.	11:30 p.m.	11 p.m.	6 p.m.	2 p.m.	11 p.m.
Total Hours	1 ½	5	6	6	5	3	5
Target Audience (age)	2 - 10	14 -18	21+	13 – 20	2 – 80	18 – 70	21 - 80
Theme (if applicable)	Healthy and Physical Lifestyle	Jerseys and JAMS ... Jams And My Success	70's and 80's	Ball and Dance	unknown	Exercise and Walk	TBD
DJ Attire	Casual	Casual	Masquerade	Professional	Business/Professional	Casual	All White
Location	Saginaw Children's Museum	Ricker Center – Gym	TBD	The Dow Event Center – Red Room	TBD	YMCA	TBD
Other	Hustle Music with instructions and lead hustles			Appropriate music – refer to program (pre-dinner, dinner, introductions, etc.)	transition music	Hustle Music with instructions	
Chair	Dana McKenzie-Simmons (989)980-9983	Shalanda Ellison (989)493-2648	Stella Johnson (989)777-5804	Shalanda Ellison (989)493-2648	Fontella Smith (989)928-2236	Beverly Harge (989)482-8080	Tracey Floyd (989)213-2725

Are you available for the event date and time?							
How much will you charge for your DJ services?							
What discount will you provide if you secure multiple events?							
Questions or Concerns							

This packet is due on Friday, October 12, 2018 by 5:00 p.m. by email to Karenlawrencewebster@gmail.com