

## Party Information Sheet

Tim's PC Music Machine

Type of Event: \_\_\_\_\_

Honorees Name(s) (if applicable): \_\_\_\_\_

\*For birthday parties only:

Is this a surprise birthday party? (circle one) YES NO

Age of honoree: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event (Name of Place, City & State): \_\_\_\_\_

Time of Event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Contact Person(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Who do I contact to gain access to the building? \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

Outdoor celebration: \_\_\_\_ Yes \_\_\_\_ No

**If Yes**, will my equipment be protected from the elements? \_\_\_\_ Yes \_\_\_\_ No

Do I need to provide a tent to protect my equipment? \_\_\_\_ Yes \_\_\_\_ No

**(\$50 charge)**

Do you need a video projector, stand & screen? \_\_\_\_ Yes \_\_\_\_ No

**(\$100.00 charge)**

Do you need a quiet, portable generator? \_\_\_\_ Yes \_\_\_\_ No

**(\$75.00 charge)**

Do you need up lighting? \_\_\_\_ Yes \_\_\_\_ No

If so, what color(s)? \_\_\_\_\_

How many up lights are needed? (11 available) \_\_\_\_\_

**(\$20 charge per light)**

**(I need access into the building or area 2 hours prior to start time)**

**SPECIAL SONG REQUESTS** *(if applicable)*:

<u>Song Title</u>	<u>Artist</u>
_____	_____
_____	_____
_____	_____
_____	_____

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please return the completed form NO later than 10 days prior to event date to:\*\***

Tim Bradshaw  
145 S. Jackson St.  
Kinderhook, IL 62345

**-OR-**

Scan & email to:  
**[tim@timbradshaw.com](mailto:tim@timbradshaw.com)**

Thank you,

Tim Bradshaw

**Tim's PC Music Machine**

Website: [www.timbradshaw.com](http://www.timbradshaw.com)  
Facebook: [www.facebook.com/timspcmusicmachine](http://www.facebook.com/timspcmusicmachine)  
E-mail: [tim@timbradshaw.com](mailto:tim@timbradshaw.com)  
Cell: 217-440-9205

**\*\*Please make all checks payable to: Tim Bradshaw\*\***