



Remote Request Form

Name/Organization/Department: _____

Day of Event: _____ Date of Event: _____

Start _____ am/pm End _____ am/pm Set up time: _____ Total Hours: _____

Contact Person: _____ Phone Number: _____ Email: _____

Name of Event: _____

Type of Event: _____

Will there be live performances: Yes ___ No ___ if yes describe: _____

Will you need a microphone: Yes ___ No ___ If yes, how many ___ Will you need a microphone stand: Yes ___ No ___

Location of event: _____

Radio X requires that you provide an electrical source, one table, two chairs (additional resources maybe requested based on the event). Do you agree to provide these resources: Yes ___ No ___?

Type of Music Requested: *(Please circle one or more)*

Top 40's Hip Hop R&B Dance Techno Country Latin Soca
Reggae Alternative Rock Club Rhythm Specialty Other: _____

Will music be provided? Yes ___ No ___ If yes, how: iPod ___ CD ___ Other: _____

How involved would you like the Disc Jockey to be: Very interactive ___ Just play the music ___

Do you have a preferred Disc Jockey: Yes ___ No ___ DJ Name: _____

Is there a dress code for your event? Yes ___ No ___ If yes, what _____

Method of Payment:

We accept Visa, MasterCard, and American Express. Please let us know if you require a credit card authorization form.

Clubs & organizations must be sure to specify which account the funds are coming from in order to process payment.

Departments must complete a budget authorization form. The person within the department authorized to manage the account must sign this form.

Check # _____ Cash \$ _____ CC _____

Department Account # ____ - _____ - _____

Special Instructions: _____

RADIOX POLICIES

1. A fee of \$25 will be assigned to any person, group, or department who fails to notify Radio X of cancellations 24 hours prior to the event except in cases of extreme weather.
2. Radio X staff is unable to transport or use equipment in weather conditions unsuitable for the safety of equipment or staff member.
3. Radio X strongly suggests that any burned music be checked with our system prior to the event. Burned CD's will not work in all systems at all times.
4. Filling out this form does not guarantee that you will have a DJ.
5. Radio X recommends that all remote request forms be submitted a minimum of 10 days prior to the event.

PLEASE SIGN BELOW STATING YOU HAVE REVIEWED, UNDERSTAND AND AGREE TO THE CONTENT OF THIS FORM.

X _____ /_____/_____
(signature) (date)

OFFICE SECTION

Total Cost: _____

Confirmation Number: _____

Date Paperwork is received: _____

Person who receives paper: _____

Date Confirmation is Sent/by whom: _____