

## ELITE PRO DJ – EVENT PLANNING AND MUSIC REQUEST INSTRUCTIONS

**VERY IMPORTANT: PLEASE PRINT THIS PAGE AS A GUIDELINE AND THEN GO BACK TO THE PREVIOUS PAGE TO GET STARTED**

### How Do I Access And Use The Event Planner?

**It's very easy but please first review the following steps before starting:**

**1<sup>st</sup>** You can access the "Event Planning" program by clicking on the link below.

**2<sup>nd</sup>** You will likely need to set "Cookies" on your computer to use the program. When the dialog box indicating that you need to do this appears, just click OK and follow the instructions according to which browser you are using. You will only have to do this once and not every time you come back to the program.

**3<sup>rd</sup>** Once "Cookies" are in place you **MUST** fill out the "**General Information**" section of the program before you can continue to work on/save the planner.

**4<sup>th</sup>** Once the "**General Information**" section is filled out you should click "**Save My Planner**" and then you will be ready to continue working on the planner. Always remember to click the "**Load My Planner**" button when first opening the program and always click the "**Save My Planner**" button before exiting.

**5<sup>th</sup>** When you are completely finished, you can send everything to us by clicking the "**SUBMIT**" button in each of the programs. **VERY IMPORTANT**...you should plan to submit your Event Planner & Music Request List to us approximately 3 weeks prior to your reception and you **MUST** submit each of the forms individually; Just submitting one of them **WILL NOT** submit the other. Please do not submit the planner & request list until you are absolutely sure you are finished and will not need to make additional changes.

**Click here when you are ready > [EVENT PLANNER](#)**

### How Do I Access And Use The Music Request List?

**It's very easy but please first review the following steps before starting:**

**1<sup>st</sup>** You can access the "Music Request List" program by clicking on the link below.

**2<sup>nd</sup>** If you have not already previously done this, you will likely need to set "Cookies" on your computer to use the program. When the dialog box indicating this appears, just click OK and follow the instructions according to which browser you are using. You will only have to do this once and not every time you come back to the program.

**3<sup>rd</sup>** Once in the program, we highly recommend clicking on the "**Help/Tips**" tab and printing it out as a reference guide. You can begin without reading this information if you prefer but you will miss out on some really great features the program offers by doing so. Taking 5-10 minutes to read this information will make your experience with the program much easier and enjoyable.

**4<sup>th</sup>** Always remember to click the "**Load My List**" button when first opening the program and always click the "**Save My List**" button before exiting.

**Click here when you are ready to start > [MUSIC REQUEST LIST](#)**