



CENTRAL OREGON DJS

Venue Checklist for DJ Setup

Venue: _____ **Date:** _____

Deposit paid: _____ **Method:** _____

DJ Booth

- ☐ Minimum space for booth: 4x8 indoors or 12x20 outdoors
- ☐ Dedicated 15-amp electrical outlet within 100' of booth or stage

Karaoke Monitor

- ☐ 4x4 space for Karaoke monitor and microphones
- ☐ Electrical outlet within 25' of monitor

Stage (or Head Table)

- ☐ Within 100' of DJ booth location
- ☐ 4x4 space on both sides for speakers/subwoofers

Lighting

- ☐ Within 100' of DJ booth location
- ☐ Overhead clearance of 7-12' for lighting truss

Music

- ☐ Email & phone contact for music: _____
- ☐ Requested genres: _____
- ☐ Contact will submit playlists, cue sheet no later than one week before event