

NSU MAKO RADIO

Phone: (954) 262-8460 | Email: makoradiodj@nova.edu

*If you are requesting multiple DJ events, please provide different forms for each DJ event requested.



DJ EVENT 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: _____

Location of Event: _____

Will there be live performances? Yes ☐ No ☐ If yes, describe: _____

Do you need a microphone? Yes ☐ No ☐ If yes, how many? __ Do you need a microphone stand? Yes ☐ No ☐

***We can only provide up to one wired and one wireless microphone per DJ event.**

Mako Radio requires that you provide an electrical source, one table, two chairs (additional resources may be requested based on the event). Do you agree to provide these resources? Yes ☐ No ☐

Type of music requested: (Please check one or more)

☐ Top 40's ☐ Rap/HipHop ☐ R&B ☐ K-Pop ☐ EDM/House ☐ Country ☐ Latin ☐ Soca
☐ Reggae ☐ Indie ☐ Classic Rock ☐ Lo-fi/Chill ☐ Throwbacks ☐ Jazz Other: _____

Will music be provided? Yes ☐ No ☐ **If yes, please provide playlists/mp3 files at least five days in advance.**

Would you like the DJ to interact with the crowd?* Yes ☐ No ☐

Do you have a preferred DJ? Yes ☐ No ☐ If yes, please list DJ's name: _____

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



*The DJ will briefly speak at the beginning and end of the event.

Method of Payment:

Clubs & Organizations must be sure to specify which account the funds are coming from to process payment.
Departments must complete a budget authorization form. The person within the department authorized to manage the account must sign this form.

For credit card payments, click [here](#). We accept Visa, MasterCard, and American Express.

Department Account # _____ - _____ - _____ - _____ - _____

Other payment method: ☐ Check

***All check payments must be delivered to Don Taft University Center room 328.**

***WE DO NOT ACCEPT CASH PAYMENTS**

DJ EVENT POLICIES

1. **Filling out this form does not confirm your DJ event request.**
2. A fee of \$25 will be assigned to any person, group, or department who fails to notify Mako Radio of cancellations **at least 24 hours** prior to the event except in cases of extreme weather.
3. Mako Radio is unable to transport or use equipment in weather conditions unsuitable for the safety of the equipment or staff member.
4. Mako Radio will **only** play music that is deemed "FCC friendly" or "clean" in nature.
5. Mako Radio asks that all DJ event request forms be submitted **at least 10 days** prior to the event.
6. If AC power or a table are not provided for the event, Mako Radio will **not** fulfill the DJ event requested.
7. All DJ events **must be within 10 miles** of the NSU Florida's Davie Campus.
8. Playlist and requested music should be provided **at least five days** in advance.
9. **All DJ events are non-refundable.**

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

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

FOR OFFICE USE ONLY

Total Cost: _____ Confirmation Number: _____

Paperwork received by: _____ / ____ / ____
(name) (date)

Confirmation sent by: _____ / ____ / ____
(name) (date)



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