

# Online Playlist Builder & Custom Song Request Policy



Playlists can be used as the “random play filter” (aka “shuffle”) so that when no requests have been made at the event, the system will play from the specified filter – ensuring that the music will not stop.

## Playlist Builder Policies

- **The deadline for submitting playlists is the Tuesday prior to the event.**
- This is a free service included with your rental of the Shoemaker Jukebox.
- We do not accept emailed, faxed, postal mailed, or requests given to us over the phone.
- Playlist MUST be submitted via the online playlist builder ONLY.

## Playlist Builder Notes

- **This is OPTIONAL, you do NOT need to create a playlist. We have 100’s of playlists pre-programmed for you login and look for our Playlist PDF for a list of our current playlists.**
- **You will have access to all songs on our machines no matter what. You are not limiting yourself.**
- All songs are clean - whether marked or not.
- The jukebox will shuffle the songs for you, or you can order them at the party.
- You cannot order the songs using the online playlist builder.
- The Online Playlist Builder is for Music and is not currently available for karaoke songs.

## Using the Online Playlist Builder

1. Log in using the username and password provided to you in the “Event Confirmation” email. This email was sent to you have completed your booking. It will usually be your email address, and a password that is supplied to you in that email.
2. Go to My Events>Plan My Event>Add Requests.
3. Find a song by Artist, Song, or Genre. Please note that the online playlist builder is not as organized as our machines are.
4. Add the song to a playlist on the right-hand side.
5. Playlists are submitted automatically during the building process. There is no “submit” button required.

## Songs not found on Shoemaker Jukebox

Our machines feature a 3.5mm auxiliary input port and cable. So, you can plug in a separate source to play a song not located on our machines.

## Custom Song Requests

- Custom song requests must be submitted no less than 2 weeks prior to the event via email only.
- Custom song requests must include the exact Artist and Title information for each song requested.
- We do not guarantee custom song requests, and we will only accept a “reasonable number” of custom requests.
- We accept custom song requests for music. We do not accept custom song requests for karaoke.
- We will only load songs in which we can find a clean “radio edited” version, no explicit lyrics.

**Questions or Comments? Visit [www.shoemakerjukebox.com](http://www.shoemakerjukebox.com), email [office@shoemakerjukebox.com](mailto:office@shoemakerjukebox.com).**