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WEDDING DJ AGREEMENT & BASIC PLANNER

CONTACT INFORMATION (Please print all information clearly)

Contracted By: _____

Address: _____

Phone #: _____

Wedding Date: _____

Actual Playing Time: From _____ **Until** _____ (Ceremony / Cocktail Hour / Reception)

Wedding Time: _____ Cocktail Hour: _____ Reception Time: _____ Set Up Time: _____

What type of meal will it be: Sit down () Buffet () Stations ()

Approximate number of guests expected: _____

Primary age group _____ to _____

Ceremony Location: _____

Name of Venue _____

Street Address: _____

City: _____ State: _____

Phone: _____

Contact Person At Venue: _____

Cost: _____

Deposit Requirement: _____ (Send to the address listed above)

Balance Due At the End of the Reception: _____

Preferred Attire For Your Disc Jockey? Suit () Business Casual () Casual ()

Reception Location and Information:

Name of Venue _____

Street Address: _____

City: _____ State: _____

Phone: _____

Contact Person At Venue: _____

CEREMONY (If Applicable)

- ❖ Pre Ceremony Music _____
- ❖ Parent's Procession Music Track _____
- ❖ Bridal Party Procession Music Track _____
- ❖ Bridal Procession Music Track _____
- ❖ Recession Music Track _____

RECEPTION

❖ **Reception Highlights**

Below is a menu of popular wedding reception highlights. Please choose what events you would like to take place during your reception and what music (if any) you would like during each event. (Note: This section is only designed to indicate whether or not you will be having these events during your reception. You can provide a timeline below.

- Check all that apply
 - () Background Cocktail Music Playing While Guests Arrive
 - () Introduction of the Bridal Party/Grand Entrance
 - () Bride & Groom's First Dance
 - () Best Man Toast
 - () Maid of Honor Toast
 - () Other Speeches
 - () Blessing Before Dinner
 - () Cake-Cutting Ceremony
 - () Father/Daughter Dance
 - () Mother/ Son Dance
 - () Wedding Party Dance
 - () Garter/Bouquet Ceremony
 - () Dollar/Money Dance
 - () Novelty/Ethnic/ Special Dances (List Below)

Please provide a timeline of how you would like the reception to proceed. Again, this does not have to be final but it will give me an idea of how to set up the music.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

- ❖ Cocktail Hour Type of Music _____
- ❖ Dinner Type of Music _____

❖ **Introductions of the Bridal Party?** Y () N ()

- If yes, below you will find a suggested order for introductions of the Bridal Party.
- Please list the names in the order of their introduction.
- Please print or type a phonetic pronunciation where applicable.
- In addition, please answer the following questions:

1. Will the parents of the bride and groom be introduced? Y () N ()
- a. In the Introduction Line? () or
 - b. From their seats? ()
 - c. Brides Parent's

Names: _____

- d. Groom's Parent's

Names: _____

2. Will the grandparents be introduced? Y () N ()

- a. In the Introduction Line? () or
- b. From their seats? ()
- c. Brides Grandparent's

Names: _____

- d. Groom's Grandparent's

Names: _____

❖ **Suggested Introduction Line**

- Parents of the Bride: _____ or
Mother of the Bride & escort: _____ or
Father of the Bride & escort: _____
- Parents of the Groom: _____ or
Mother of the Groom & escort: _____ or
Father of the Groom & escort: _____
- Flower Girl: _____
- Ring Bearer _____
- Bridesmaids & Groomsmen
 - 1. _____ & _____
 - 2. _____ & _____
 - 3. _____ & _____
 - 4. _____ & _____
 - 5. _____ & _____
 - 6. _____ & _____
- Maid/Matron of Honor: _____
- Best Man: _____
- Music for Bridal Party Announcement? Y () N ()
 - Song: _____
- Bride & Groom (as you would like to be announced)

- Music for Bride & Groom Announcement? Y () N ()
 - Song: _____

❖ **Bridal And Special Dances:**

(Please keep in mind that any decision made is not final and can be amended to your preference at any time before the wedding day.)

○ **Bride & Groom First Dance:** Y () N ()

- a. When? _____
- b. Play complete song? ()
- c. Fade Out? ()
- d. Bridal Party to eventually join in? Y () N ()
- e. Song Title: _____ Artist: _____

○ **Father/Daughter Dance:** Y () N ()

- a. When? _____
- b. Play complete song? ()
- c. Fade Out? ()
- d. Song Title: _____ Artist: _____

○ **Mother/Son Dance:** Y () N ()

- a. When? _____
- b. Play complete song? ()
- c. Fade Out? ()
- d. Song Title: _____ Artist: _____

○ **Bridal Party Dance:** Y () N ()

- a. When? _____
- b. Play complete song? ()
- c. Fade Out? ()
- d. Song Title: _____ Artist: _____

○ **Other Novelty, Ethnic, Special, Dances / Songs:** Y () N ()

- e. When? _____
- f. Play complete song? ()
- g. Fade Out? ()
- h. Song Title: _____ Artist: _____

❖ **Additional Request or Instructions:** (Include here any request for songs for the following events: Cake Cutting, Garter Toss, Bouquet Toss, etc., or any special requests.)

❖ **Reception Music**

- Please check the type(s) of dance music you believe your guests would most enjoy during your event:
 - Current/Top 40 () Reggae ()
 - Adult Contemporary ()
 - Rock & Roll () 1980's ()
 - Classic Rock ()
 - Oldies (50-60's) ()
 - Motown () Funk ()
 - Alternative/New Rock ()
 - Big Band/Swing ()
 - Country () Latin (International) ()
 - Disco/Retro () EDM ()
 - Hip Hop ()
 - Slow Dance ()
 - House () Dub Step ()
 - Other _____
-

I have well over 15 thousand song titles available for each wedding reception. However, I do not claim to have every song title, but if the reception site has wireless internet, I can access an unlimited database to meet your requests. In addition, with advance notice, I can acquire any song you would like to be played at your event. If you have **MUST PLAY SONGS**, you can ask if I have it, or even supply the MP3. All music supplied to the DJ will be returned. You can list the **MUST PLAY** song titles below that you want played during your reception. Every effort will be made to play each one. Additional requests may be written on a back of this form.

Title/Artist

Line Dances: (ex: Electric Slide, Cha Cha Slide, Cotton Eye-Joe, Macarena, Hokey Pokey, Chicken Dance etc.)

List any songs / genres **NOT** to be played

*Songs containing **explicit** language: Acceptable () Unacceptable ()

Acceptable with following exceptions / explanations (ex. Specific word, specific song, etc):

Thank you for taking the time to read and fill out this form. It will help me create an organized and enjoyable musical atmosphere at your wedding. Upon receipt of this form and deposit, I will contact you to set up a time to discuss the logistics in more detail. Again, please note that all the information in this form is a tentative guide for us. We can finalize details and adjust as needed up until the day of your wedding. I look forward to meeting and working with you.