



503-352-4913

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## Wedding Planner

Name of Client: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Set up Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

## General Information

Bride's Name: \_\_\_\_\_ Grooms Name: \_\_\_\_\_

Phone # Home / Cell: \_\_\_\_\_ Phone # Home/Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Address / Location of Event: \_\_\_\_\_

Phone #: \_\_\_\_\_

Hall Manager / Owner of Facility's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## **Event Information**

The DJ will arrive at least one hour prior to the start of the event. The DJ will need ***a table at least 6' in length*** placed where the DJ will perform.

Starting time of Reception: \_\_\_\_\_ Time guests will arrive: \_\_\_\_\_

Ending time of Reception: \_\_\_\_\_ Time Bride & Groom will arrive: \_\_\_\_\_

Time dinner will be served: \_\_\_\_\_

Would you like the DJ to introduce the bride and groom when they arrive?

Yes\_\_\_\_ No\_\_\_\_

If yes, how would you prefer to be introduced? : \_\_\_\_\_

### **Please select the following items that will take place at your reception:**

Receiving Line\_\_\_\_ Toast to Bride/Groom\_\_\_\_ Bouquet Toss\_\_\_\_ Garter Toss\_\_\_\_

Dinner/Bufferet\_\_\_\_ Cake Cutting\_\_\_\_ Other: \_\_\_\_\_

\*Bride & Groom Dance (Song & Artist): \_\_\_\_\_

\*Father/Bride & Mother/Groom Dance (Song & Artist): \_\_\_\_\_

\*Parents Dance (Song & Artist): \_\_\_\_\_

\*Wedding Party Dance (Song & Artist): \_\_\_\_\_

## Music Selection

**Please select the styles of music you would prefer at your event:**

Top 40 \_\_\_\_\_ 50's \_\_\_\_\_ 60's \_\_\_\_\_ 70's \_\_\_\_\_ 80's \_\_\_\_\_ 90's \_\_\_\_\_

R & B \_\_\_\_\_ Hip Hop \_\_\_\_\_ Classic Rock \_\_\_\_\_ Alternative \_\_\_\_\_

Big Band/Swing \_\_\_\_\_ Old Country \_\_\_\_\_ Contemporary Country \_\_\_\_\_

Other: \_\_\_\_\_

Please write down any songs or artists in particular that you would like play at the event:

_____	_____
_____	_____
_____	_____
_____	_____

Please feel free to add another sheet or use the back if needed.

Are there any specific genres of music that you do NOT want played? If so please specify:

_____
_____
_____

Do you wish to bring music selections from your personal CD Collection?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please coordinate with DJ before event)

## Special Considerations

Are there any special announcements that you would like the DJ to make? (*The microphone will be available to use any time*).

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Are there any special situations that the DJ should be made aware of? (Divorce, Step parents, funerals, handicaps, etc.)\_\_\_\_\_

Please write down any vendors that the DJ may have to coordinate with at the reception:

Wedding Planner: \_\_\_\_\_ Photographer: \_\_\_\_\_

Caterer's Name: \_\_\_\_\_ Videographer: \_\_\_\_\_

Standard Event Rate: \$ 600 for 4 hours

Additional hours (if requested) at \$ 100 per hour.

Please sign and return a copy of this agreement with a \$100.00 deposit check due within 10 days to ensure reservation of this engagement. The remaining balance is due Two (2) weeks prior to the event date.

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

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Contact Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

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Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

