

AFTER-FX

Professional DJ Service

Wedding Planner Form

Please return this form to us at least (30) DAYS prior to your wedding date (earlier if possible.)

Reception Date: _____/_____/_____ DJ providing music for Reception only
 Ceremony & Reception

Location of Reception:

Facility: _____
Address: _____ Indoors Outdoors/Sheltered
City: _____
State: _____ Zip: _____ Ceremony Start time _____:____ am/pm
Is the Ceremony Being Held at the Same Location as Reception? Yes No

Reception Start Time _____:____ am/pm End Time: _____:____ am/pm
Specific Room/Hall/Pavilion/area at facility for reception if applicable: _____
Phone number of this facility: _____
Banquet Manager/Function Coordinator /Contact Person Name: _____

Key People / Names / Numbers

Bride's Name : _____
Groom's Name: _____
Home or Cell phone for Bride: (____) _____ - _____
Home or Cell phone for Groom: (____) _____ - _____

Arrival Time / Cocktail Hour/Dinner Music Selections

Are we providing dinner music?
 Yes No Time Dinner will be Served _____
Will there be a blessing spoken before dinner?
 Yes No
Would you like us to introduce the person saying this?
 Yes No
If yes, that person's name: _____

Introduction of Bridal Party:

Would you like us to introduce your entire bridal party?
 Yes No
If yes, indicate when you'd like this done:
 Before dinner is served After dinner is finished
 Just before the bridal party dance. Other: _____

Bride's Parents:

Father: _____
Mother: _____ (if divorced, provide last name)

Groom's Parents:

Father: _____
Mother: _____

Grand Entrance/Bride & Groom Introduction

*** Note:**

Please list the people in the Bridal Party in the order that they will appear on the Bridal Party Introduction Line-Up Sheet on the back page. PRINT LEGIBLY PLEASE.

The DJ/Emcee will introduce (the Bride and Groom) when you arrive at your reception.

List here how you would like to be introduced:

Example: "Ladies & Gentlemen, it brings me great pleasure and an honor to introduce to you for the first time, Mr. & Mrs." _____

or, here's how we wish to be announced: _____

First Dance / Other Traditional Wedding Dances

*** Note:** (If we have to purchase special songs for the event, there will be a 5 song limit, all others will be an additional cost to be paid with the remaining balance)

Song choice for your First Dance (The Bride & Groom):

Title: _____ Artist: _____

Father - Daughter dance / Song: Title _____ Artist: _____

Mother - Groom dance / Song: Title _____ Artist: _____

Bridal Party dance / Song: Title _____ Artist: _____

Any other special dances to be done at this time?

Yes

No

If yes, please list with whom

Song Title: _____ Artist: _____

Would you like to toss the bouquet and remove the garter?

Yes

No

Any Other Special Dances? (i.e. Dollar Dance, etc.)

If yes, please include those that you'd like us to provide music for:

Disc Jockey Interaction / Crowd Dancing / Music

DJ Attire: Our DJ's are normally dressed casually, (black jeans, and company shirts) If you request the DJ to be dressed formally, there is an additional fee of \$400.00, to be paid at the time of booking:

Degree of Interaction from the DJ that you are looking for:

- Low key, very few announcements.
- Outgoing and fun, but poised. Announcements as needed.
- High energy, lots of interaction / crowd involvement.

List any musical styles or songs you really dislike:

Note: Many of today's Hip/Hop R&B type songs that get requested have explicit lyrics, we will do our best to see that any versions played at your event are the (clean, edited radio versions) so that nobody is offended under any circumstances, however, if one slips through that you do not approve of, we will instantly fade it down and replace it with a more acceptable, crowd friendly song. Special notes for the DJ:

Who will be paying us the balance due on the night of the event?

We accept only cash for the balance, please be prepared to pay the cash balance at start of reception, we only accept personal checks for reservation fee/deposit.

IMPORTANT NOTES:

1. Have the reception facility provide two 6' tables near a 15 / 30 amp outlet. (within 15')
NOTE: We will provide tables for facilities if they can't.
2. **We arrive 2 hours before the scheduled starting time.** This is to ensure that setup will be complete before the arrival of any guests. Inform facility of this so we can gain access.
3. Our cost is based on providing entertainment for the number of hours in your contract (usually five). **Additional time beyond our contract is not negotiable, the rate is \$150.00 per hour.**
4. Any remaining balance due **will be payable prior** to the beginning of the event.
5. Don't let the DJ go hungry! Including your DJ with dinner being served: Most couples recognize the importance of including their wedding vendors along with their guests and will do so, but please check here:
 - We will or
 - Will not be including a meal for the DJ, to let us know and plan accordingly.
6. Tipping the DJ: The balance due does not include a gratuity. If you are pleased with our DJ service, your tips are appreciated and so are any future referrals!

Congratulations on your wedding and have a wonderful time!

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Bridal Party Introduction Line-Up Sheet

_____ Bridesmaid, escorted by

_____ Groomsman

_____ Bridesmaid, escorted by

_____ Groomsman

_____ Bridesmaid, escorted by

_____ Groomsman

_____ Bridesmaid, escorted by

_____ Groomsman

_____ Flowergirl, escorted by

_____ Ringbearer

_____ Maid, Matron of Honor, escorted by

_____ Best Man

Introducing for the first time,

Mr. & Mrs. _____