

**AFTER-FX**  
**Professional DJ Service**

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**Wedding Planner Form**

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

Ceremony Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ DJ providing music/MC for both Ceremony & Reception

Reception Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ DJ providing music for Reception only

Approximate Number of Guests Attending: \_\_\_\_\_

**Location of Ceremony:**

Facility \_\_\_\_\_

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

Indoors Outdoors/Sheltered

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ceremony Start time \_\_\_\_\_

**Location of Reception:** \_\_\_\_\_ Same as Ceremony

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Reception Start Time** \_\_\_\_\_ **End Time:** \_\_\_\_\_

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: \_\_\_\_\_

(Last Name) is pronounced as: " \_\_\_\_\_ "

Home or Cell phone for bride: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work phone for groom or bride: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Bride's Parents:**

Father: \_\_\_\_\_

Mother: \_\_\_\_\_ (if divorced, provide last name)

**Groom's Parents:**

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

**Arrival Time / Cocktail Hour/Dinner Music Selections**

Are we providing dinner music?

- Yes Time Dinner will be Served \_\_\_\_\_
- No

Will there be a blessing spoken before dinner?

- Yes
- No
- It Might Happen, Not planned

Would you like us to introduce the person saying this?

- Yes
- No

If yes, that persons name: \_\_\_\_\_

**Introduction of Bridal Party & The Parents:**

**Introducing the Parents:** You may specify a background song if you like:

title: \_\_\_\_\_ artist: \_\_\_\_\_

**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 \_\_\_\_\_

**Recognition of Someone Special or Dedicated Announcement or song:**

\_\_\_\_\_  
\_\_\_\_\_

**Please list the people in the Bridal Party in the order that they will appear**

Bridesmaids:

Escorted By:

Groomsmen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl

Escorted By:

Ring Bearer

Maid/Matron of Honor

Escorted By:

Best Man

\_\_\_\_\_

\_\_\_\_\_

List any additional people we should know about, Grandparents, person who introduced the newlyweds, Wedding Coordinators, Photographers/ videographer's, etc

Special Announcements for above: \_\_\_\_\_

***(DJ will provide mic for Best Man's Toast to Couple)***

### Grand Entrance/Bride & Groom Introduction

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

List here how you would like them 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 the new couple to be announced: \_\_\_\_\_

If it's your preference, We can introduce (Just the two of you)

Bride & Groom only

- yes we want that.

Would you like us to play a song for the Grand Entrance introduction ?

- yes

song title \_\_\_\_\_ by (artist) \_\_\_\_\_

### First Dance / Other Traditional Wedding Dances

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

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

### How would you like to be introduced for this dance?

Example: "Ladies & Gentleman, it's now time for their very first dance as a married couple, could we please get a big round of applause for Mr. & Mrs. \_\_\_\_\_.

OR, (we prefer:) \_\_\_\_\_

*\* Note: After the first dance, we usually have the father/daughter dance and/or mother/groom dance next if you choose to do these.*

**Father - Daughter dance** / Song: title \_\_\_\_\_ artist: \_\_\_\_\_

**Mother - Groom dance** / Song: title \_\_\_\_\_ artist: \_\_\_\_\_

Song choice **Bridal party dance**: title \_\_\_\_\_ artist: \_\_\_\_\_

Any other special dances to be done at this time?

- Yes
- No

If yes, please list with whom

song title: \_\_\_\_\_ artist: \_\_\_\_\_

### Cake Cutting Song Choice:

DJ may suggest song, or please list the song you'd like:

title: \_\_\_\_\_ artist: \_\_\_\_\_

### Bouquet / Garter / Participation Dances

Would you like to throw your Bouquet?

- Yes
- No

DJ may suggest song, or list song you'd like:

title: \_\_\_\_\_ artist: \_\_\_\_\_

Would you like to remove the Garter?

- Yes
- No

DJ may suggest song, or list song you'd like:

title: \_\_\_\_\_ artist: \_\_\_\_\_

**Any Other Special Dances?**

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

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**Disc Jockey Interaction / Crowd Dancing / Music**

**DJ Attire:** Our DJ's are normally dressed casually, (black jeans, and company T-shirts) If you request the DJ to be dressed formally, there is an additional fee of \$100.00, to be paid at the time of booking:

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**Degree of Interaction** from the DJ that you're looking for:

**Select one below** and please select the other categories for us to have info about your music desires:

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

Is getting your songs (you've selected) played a priority over either the guest requests or the DJs picks?

- Yes
- No
- We're open to all

**List any musical styles or songs you really dislike:**

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**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:

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Is there a certain song you would like to end your reception with?

- Yes
- No

If yes, list song here: \_\_\_\_\_

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

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We prefer cash for the balance, if you are not prepared to pay cash balance at start of reception, please have a cashier's check or Money Order ahead of time as we only accept personal check for reservation fee/deposit.

## **Important NOTES:**

1. Please have the reception facility provide two 6' (skirted) tables near a 15 to 30 amp outlet. (within 25')  
*NOTE: We will provide tables for facilities if they can't.*
2. We arrive 2 to 3 hours before the scheduled starting time. If the DJ will also be providing ceremony music and all the equipment must be moved to another location, we would appreciate any available hands to do this, as the DJ is often alone and it is a lot of equipment, thanks. (appreciated, but not a prerequisite)
3. Our cost is based on providing entertainment for the number of hours in your contract (usually four). Additional time beyond our contract is negotiable, the rate is \$75.00 per hour.
4. 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.
5. 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!***