

**520 358-4262**

TucsonsDJ@yahoo.com

www.TucsonsDJ.com

You deserve the highest level of attention to detail that ensures the entertainment at your event will shine without flaw!

Wedding Event Form

1. Contact Tucson's Wedding DJ by phone or email and discuss your event date to verify availability.
2. To hold your event date, the second page of this event form [signed] with event info and a non-refundable deposit of \$100.00 needs to be received by Tucson's Wedding DJ. The deposit of \$100 does go towards the event total price and is not a separate amount owed. Prior to giving/sending any of this event form to Tucson's Wedding DJ, please make copies for your records. Upon receiving the second page [signed] and deposit, you will receive a receipt.
3. Pick the location(s) for the setup of the DJ equipment at your event location. Plan your tables/seating on how there will be music played from the DJ setup location(s). Tucson's Wedding DJ provides own table with skirting.
4. Review the Music List accessible online. If there are any selections you still want that Tucson's Wedding DJ does not have, contact us and we can let you know if we can get your selections.
5. 14 days prior to your event, Tucson's Wedding DJ must receive: the rest of the event form with music selections. You may also provide songs on CD format at time of event and we will then return them by the end of the event.
6. 7 days prior to your event, Tucson's Wedding DJ must receive: the balance of your event.

Forms of payment Tucson's Wedding DJ accepts: Cash, Money Orders, or Cashiers Check, VISA/MC and other Credit Cards via PayPal (e-mail), or Checks made payable to: Brian Goodell

Tucson's Wedding DJ 520 358-4262 www.TucsonsDJ.com

Tucson's Wedding DJ will: arrive within 1 hour prior to the start up, play the music as selected, provide motion lights in the darkness, and make announcements if requested. The fees charged for these services are not refundable for any reason. Dress Code: Tucson's Wedding DJ style of dress is business / business casual or semi-formal.

Setup Requirements: Cannot be setup on: grass, loose gravel, open dirt that can be blown into equipment by wind, non-level surfaces, and non-flat surfaces. Setup cannot be exposed to the potential of: rain, water, mist systems, or debris associated with being directly under trees. Electricity is a requirement for the DJ unless special arrangements are pre-made (with 96 hour notice), at an additional fee. Electrical outlets must be within 40 feet of setup location.

Where did you hear about us: _____ REFERRAL? WHO: _____

Today's Date: ___/___/___ Your Name: _____

Your Address: _____ Zip _____

Hm ___ - ___ Wk ___ - ___ Mbl ___ - ___ Email _____

Who is the event for/what are their names? _____

Event Date ___/___/___ Anticipated amount of Guests _____ Wedding Color(s) _____

Start Time: _____ am / pm End Time: _____ am / pm = _____ hrs

Event Location Name: _____ Phone: _____ - _____

Event Address: _____

Special Directions: _____

Please describe in detail where the DJ setup location(s) will be _____

Does the location(s) you have selected for the DJ setup meet the above Setup Requirements? _____

Will location be accessible 1-1.5 hour(s) prior & 30 minutes after event? _____

Will you have Announcements? _____ (If yes, see announcement page)

Is it okay for your guests to make musical requests? _____

Do you want your musical selections played in the exact order you placed them? _____

***Service Rate Fees**

Price includes _____ hours of (Ceremony and/or Reception) DJ services on Event Date (includes all setup, equipment, tear-down, travel, relocation, announcements, microphone use, music requests, and dance lighting)!!

Event Calculated Total \$ _____

Minus Deposit - \$ _____ (Deposit requirement \$100.00 for booking, to hold your event date)

Minus Discount? - \$ _____ Type: _____

Balance Due \$ _____ In full, seven days prior the event.

This EVENT FORM MUST be completed and provided with Deposit for confirmation of Event. A receipt will be sent upon the arrival of deposit, confirming deposit received. Music Selection (next pages) are to be sent following your deposit at least 14 days prior Event. Make checks payable to Brian Goodell.

*All Deposits and balances paid are non-refundable. **Any balance due must be paid seven days prior the Event. ***Tucson's Wedding DJ is not insured and cannot be held liable. Signature confirms acceptance of the terms of this event form.

Please make a copy for your records prior to returning.

X _____ (Sign this line & Return w/Deposit) ___/___/___

X _____ (TucsonsDJ.com's acceptance, confirmation, and receipt) ___/___/___

The Vendors on Your Wedding Day

There are many important businesses and people that will play a part in your Wedding. We would like to know who they are and what interaction you would like us to have with them. An example would be that you would like for us to make sure that the Photographer knows of the timeline for events to coordinate good photo opportunities. As long as you supply the contact information and the level of detail that you would like us to communicate upon, we will do our absolute best in making sure it happens as planned!

Coordination Services

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Venue/location, manager or coordinator of services?

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Catering, unless directly through Venue?

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Officiant for Ceremony

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Photographer

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Videographer

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Cake Supplier

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Other Entertainment (Magician, Live Music)

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Decorations (or Other Vendor)

Contact Person _____ Phone(s) _____

Special Instructions/Details: _____

Introductions, Bridal Party, and Music

Do you wish to notify us during the event when you desire the announcements? _____

Or do you wish to set times and we will follow them? _____

Please provide pronunciations for names that require correct pronunciation.

Bride's First Name: _____ Groom's First & Last Name: _____

Ceremony: (You may indicate if you want traditional, classical, or instrumental selections)

Seating music selection(s) _____

Wedding Party selection(s) _____

Bride March selection _____

Once Married selection _____

(1) Are you being introduced at the start of the reception? _____ If yes,

How do you wish to be introduced? _____

(Sample: Ladies and Gentlemen, your attention please, please welcome Mr. & Mrs. _____)

Introduction Song Selection: (Title) _____ (Artist) _____

(2) Are your wedding party participants also being introduced? _____ if yes,

Bridal Party Introduction Song Selection: (Title) _____ (Artist) _____

How / Who / When do you wish them to be introduced?

a _____	& _____	_____
Best Man	Maid or Maitron of Honor	When

b _____	& _____	_____
Groomsman	Bridesmaid	When

c _____	& _____	_____
Groomsman	Bridesmaid	When

d _____	& _____	_____
Groomsman	Bridesmaid	When

e _____	& _____	_____
Groomsman	Bridesmaid	When

f _____	& _____	_____
Other _____	Other _____	When

Any Special Instructions: _____

Dinner Music! from _____ am pm to _____ am pm Do you have a musical preference? _____

Do you prefer one artist ___ or a group of artists ___ during dinner?

Dinner selections: _____

Please remember: your music is due 14 days prior your event and your balance is due 7 days prior your event.

Special Songs & Times

First Dance (Approx time _____)
Title _____ Artist _____

Bridal Party Dance (Approx time _____)
Title _____ Artist _____

Father/Daughter Dance (Approx time _____)
Title _____ Artist _____

Mother/Son Dance (Approx time _____)
Title _____ Artist _____

Bride's Dollar Dance (Approx time _____)
Title _____ Artist _____

Groom's Dollar Dance (Approx time _____)
Title _____ Artist _____

Extra Dollar Dance(s)

Cake Cutting Song (Approx time _____)
Title _____ Artist _____

Garter Toss (Approx time _____)
Title _____ Artist _____

Bouquet Toss (Approx time _____)
Title _____ Artist _____

Additional Special Couple Song(s) to be played during Reception
Title _____ Artist _____
Title _____ Artist _____
Title _____ Artist _____

Last Dance(s) (Will be announced as the last dance(s) for the event)
Title _____ Artist _____
Title _____ Artist _____
Title _____ Artist _____

Reception Song Selections

Announcements: _____
_____ (when _____)

Announcements: _____
_____ (when _____)

Announcements: _____
_____ (when _____)

Music Pause or Change: *(Please indicate if you have a preference during any time, write in Pause or Change/Type)*

Examples: Dinner _____ Desert Serving _____ Gift Opening _____

If you have more, please feel free to use the back of this sheet.

Please Print Clearly

Music Title

Artist/Performer

It is important to give the Title and Artist due to many Musical Selections are redone by other artists. We will make every effort to provide the piece you are looking for and this requires your attention to detail...thank you!

REQUIREMENT: You must make at least five selections.

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____

One or more hours of selections dependant upon the minutes per song.

Please remember: your music is due 14 days prior your event and your balance is due 7 days prior your event.

Music Title	Artist/Performer
18 _____	_____
19 _____	_____
20 _____	_____
21 _____	_____
22 _____	_____
23 _____	_____
24 _____	_____
25 _____	_____
26 _____	_____
27 _____	_____
28 _____	_____
29 _____	_____
30 _____	_____
31 _____	_____
32 _____	_____
33 _____	_____
34 _____	_____

Typically, one hour of music is 13 to 17 songs varied by the minutes per song. Approximately 34 or less selections is two hours.

35 _____	_____
36 _____	_____
37 _____	_____
38 _____	_____
39 _____	_____
40 _____	_____
41 _____	_____
42 _____	_____
43 _____	_____
44 _____	_____
45 _____	_____
46 _____	_____
47 _____	_____
48 _____	_____
49 _____	_____
50 _____	_____
51 _____	_____

51 selections equals three or more hours of music dependent upon the minutes per song. The music will be played based on the hours contracted. It does not ensure that every selection will be played; some pieces are longer than the hours contracted. If you need more space, please attach an additional piece of paper with your legible selections. Thank you.

Please remember: your music is due 14 days prior your event and your balance is due 7 days prior your event.

Music Title	Artist/Performer
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
65	
66	
67	
68	
<i>Four hours</i>	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
<i>Five hours</i>	

Please remember: your music is due 14 days prior your event and your balance is due 7 days prior your event.