



520 **358-4262**

TucsonDJ@yahoo.com

[www.TucsonWeddingDJ.com](http://www.TucsonWeddingDJ.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.TucsonsWeddingDJ.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**

\_\_\_\_\_ Package price for up to 5 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 \_\_\_\_\_ (TucsonsWeddingDJ.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 _____          | _____            |

*Five hours*

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