



www.jazzitupproductions.com

Please return this form no less than 30 days prior to the event date to: 503.213.6072

Customer Name Contract Number



If you are having someone other than the person named on the contract coordinate your event or any portion that we must follow you must e-mail us that persons name and that we have permission to follow their instruction.

Ceremony Start Time: (We suggest that you have us contracted to start back ground music no less than 30 minutes prior to the ceremony start time.

Actual walk time for ceremony:

Number of guests expected: Room Name:

What floor is the room on: (As per the contract ;one 9, remember that if we must move equipment up and down stairs there will be a stair fee. Please view your contract for info)

Is there an elevator:

Ceremony Music:

Guest Seating Music (easy listening, smooth jazz, classical or other):

Parent seating:

Bridesmaids:

Flower Girl:

Processional:

Unity Candle or Sand Pouring:

Recessional:

Sound Support:



Please remember not to answer the following questions if you have not contracted us for a ceremony sound system. The ceremony sound system is available for 159 and includes a wireless lapel and handheld microphone.

Does the officiate prefer a handheld or lapel microphone?