



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.

CIRCLE THE LEVEL OF DJ ENERGY LEVEL YOU EXCPECT (not guaranteed):



Reception Start Time: (We suggest that you have us contracted to start 15 minutes prior to the scheduled start time for guests. We find it awkward and unprofessional to set up at an event already underway.)

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:

Dinner Music:

1) Should we introduce you when you enter the reception? Yes No Time

How would you like to be introduced: (We do not recommend introducing the entire wedding party)

2) Will there be a cocktail hour? Yes No Time

3) Buffet Sit Down Dinner Time

4) Toast: Yes No Will there be any drink provided for guests to toast? Yes No Time

Will it be served or do the guests need to visit the bar? Yes No (A toast does not need to)

5) Cutting of the Cake: Yes No Time



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6) First Dance Song: _____



Time

7) Father-Daughter Song: _____



Time

8) Mother-Son Song: _____



Time

9) Bouquet Toss? Yes No

10) Garter Toss? Yes No

11) Special Announcements: _____

Note: If I know your favorite radio station, this helps to identify your personal musical tastes. We will play music mostly as what is played on your favorite radio stations. Remember that we do not do genre specific events, nor do we follow playlists for open dancing.

Bride's Favorite Radio Stations: _____

Groom's Favorite Radio Stations: _____

Should we allow others to use the microphone: yes no

Note: It sometimes helps if you can provide your first dance, father/daughter and mother/son dance music on compact disc. This ensures that we have the exact version that you want.

Your input is much appreciated, and will help to insure that your reception is a special event to remember...

Is the DJ invited to eat: yes no
(please do not feel obligated to provide us with a vendor meal)

Note: We will make sure to complete all of the above items within the amount of time you have purchased. We don't suggest making a time line for the items because an exact time for things usually doesn't work out.

We suggest you use our planner sheet over making your own. This will lead to a much smoother event. We use our planner on a weekly basis and are much more comfortable with our planner sheet. Confusion with not understanding a foreign planner sheet could lead to a bumpy event.