

Wedding Entertainment Planner

Your guide to a smooth and stress free event: Simply fill in the information below. Should you have questions or need suggestions, feel free to call or email us at chrisbo@boyd-arts.com. Information on this first page is used to determine the fee, we consider the event booked as soon as we receive a signed copy. The remainder of the pages must be received at least two week prior to the event. Let's get started!

Contact Information:

Bride's Name _____ Phone # _____

Groom's Name _____ Phone # _____

Other Contact _____ Phone # _____

How is the best way to contact you and when is too late to call? _____

Event Information:

Please use times and figures as arranged with the hall/caterers, any different times for our services may be listed below

Event Date _____ Reception Start Time: _____ Reception End Time: _____

Event Location _____ Phone # _____

Address _____ Contact _____

Caterer _____ Contact _____

Room Name(s) (e.g. Ambassador Room) _____

Approximate Number of Guests _____

Ages (approximate number or percentage):

Under 16 _____ 16-20 _____ 21-25 _____ 26-35 _____ 35-50 _____ 50+ _____

Times: We consider all of these times to be approximate and flexible, but please fill them in the best you can.

Ceremony Time _____ Ceremony Length _____ Guests Arrive at Reception _____

Wedding Party Arrives _____ Dinner _____ Last Dance _____

The Long and Short of it:

Upon completion of this questionnaire, Boyd Multiple Media Services agrees to provide professional DJ services for a wedding reception as described here and discussed with the bride and groom. Payment will be due on or before the day of the event. We expect to arrive one hour before the start time and require one sturdy table six to eight foot long, one chair, and one 110v/15amp (min) circuit within 40 feet

Date: _____ Start Time: _____ End Time: _____ Attire : _____

Fee: _____ Plus _____ /Addit'l hr

Signature & Date - Client

Signature & Date - Boyd Multiple Media Services

Introductions

Please list your formal introductions below. Also indicate any special relationships to the individuals you wish mentioned. (e.g. "Grandfather of the Bride, Sister of Groom, Son of the Bride and Groom. We will use these same introductions - in reverse order - for the bridal party dance.

Acknowledgements (e.g. Grandparents)

Parents

Bridesmaids and Groomsmen

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

Flower girl(s) _____

Ring Bearer _____

_____ escorted by _____

Maid or Matron of Honor Best Man

Bride and Groom

Formalities

The events listed below are the most common formalities included at wedding receptions. Please indicate the order in which you would like them to occur as well as song choices. Take a look at our song list if you need suggestions -- or just give us a call. Everything is already listed in the order we have found to be most common. If there are portions you wish to exclude, simply place an X to the left.

_____ Introductions _____

_____ Bridal Toast - Given By _____

_____ Blessing - Given By _____

_____ Dinner

_____ Cake Cutting _____

_____ First Dance _____ Alone (Recommended) Wedding Party Joins In

_____ Father/Daughter Dance _____

_____ Mother/Son Dance _____

_____ Bridal Party Dance _____ Include Parents? Yes No

_____ Bouquet & Garter Toss _____

_____ Dollar Dance (Please Circle One) Various Slow Songs Bridal Polka Other

Money will be taken by: _____

Shots will be offered by: _____

Are there any other formalities or traditions you would like to include?
(e.g. the anniversary knock out dance, snowball dance, or traditions based on your heritage)

If there is music that absolutely must be played at your event, please take a moment to list it below. If that song is a dedication, please also indicate such. Also feel free to include any background information or anecdotes that go along with that dedication.