

Wedding & Reception Itinerary

Bride: _____ Date: _____

Marriage taking place at Reception Hall?

Where?

Set Up time: _____ Start Time: _____ End Time: _____

Ceremony Music Choices:

Background Music While Guests Arrive:

Procession Music for Wedding Party:

Bride's Music: _____

Recessional: _____

Cocktail Dinner

Set-Up time: _____ Start Time: _____ End Time: _____

Music Preference: Fun/Upbeat _____ Mellow/Background _____

Special Requests:

Introduction Time: _____

Introduction Music: Yes _____ No _____

Introduction Song of Choice _____

Couple's First Dance: _____

Full Dance _____ Invite the Wedding Party to Join Halfway through? _____

Wedding Reception Itinerary

Set Up Time: _____ Start Time: _____ End Time: _____

Cocktail Hour: _____ Music Preference: _____

Marriage taking place at reception hall? _____

Introduction Time: _____

Introduction Music: __Fun/Upbeat __ Mellow/Background

First Dance: _____

Champagne Toast by: _____

****Open Dancing Until Dinner****

Dinner Time: _____ Dinner Music Preference: _____

Bride/Father Dance Song: _____

Groom/Mother Dance Song: _____

Garter/Bouquet Song(s): _____

****Open Dancing Until Staff Prompts Cake Cutting****

Cake Cutting Song: _____

****Open Dancing for Duration****

Second to the Last Song: _____

Last Song: _____

"And now ladies and gentlemen, introducing for the first time as husband and wife,"

Mr. & Mrs. _____

"Now, I would like to ask to bride and groom to take the dance floor for their first song as husband and wife to the tune of, _____ by _____."

- Full Dance alone as bride and groom Invite Wedding Party to join couple halfway through Full Dance invite wedding party

Additional Special Dance

- Include halfway through couple's first dance Entire song separate from couple's first dance

Special requests:

Indicate any music that should be avoided or songs that should be left out:

Indicate any special requests of songs that should be made sure to be played:

Indicate any other special requests or concerns:

Wedding Party

Flower Girl: _____	Ring Bearer: _____
Junior Bridesmaid: _____	Junior Groomsman: _____
Bridesmaid: _____	Groomsman: _____
Bridesmaid: _____	Groomsman: _____
Bridesmaid: _____	Groomsman: _____
Bridesmaid: _____	Groomsman: _____
Bridesmaid: _____	Groomsman: _____
Bridesmaid: _____	Groomsman: _____

Best Man:

Maid of Honor:

Matron of Honor:

“And now ladies and gentlemen, introducing for the very first time as husband and wife...

Mr. and Mrs. _____!!!”

“I’d like to ask the bride and groom to take the dance floor for their first dance to the tune of ...

_____ by: _____

Wedding Introductions

(We will announce the wedding party in this **exact order**).

“Introducing First” () “First in Line” () “Sitting at their table”

Grandparents of the Bride

Grandparents of the Groom:

Parents of the Bride:

Parents of the Groom:

TO ALL PARTIES CONCERNED: THIS AGREEMENT SERVES AS A LEGAL DOCUMENT AND ACKNOWLEDGES THAT TERMS OF SERVICE ARE UNDERSTOOD PROVIDED BY DEE JAY SERVICES

TERMS OF AGREEMENT

ON YOUR EVENT DATE: _____, A NON-REFUNDABLE RETAINER FEE OF \$_____ WILL BE COLLECTED TO HOLD THE DATE. THIS RETAINER FEE IS A NON-REFUNDABLE FEE BECAUSE IT PROHIBITS ADDITIONAL EVENTS FROM USING THE DATE, AS SERVICES ARE GUARENTEED THROUGH THIS CONTACT. THE RETAINER FEE WILL BE USED TOWARDS END OF SERVICE QUOTED PRICE. THE REMAINING AMOUNT OF \$_____ WILL BE PAID ON THE DATE OF SERVICE.

Should there be a need for a cancellation, a credit toward a future event will be given, provided that can be held within 90 days based on my schedule of events and availability. If a new event date cannot be booked within the 90 days, the retainer fee is forfeited to Dee Jay Services.

Should a situation arise outside of Dee Jay Services control, resulting in an inability to perform services, the retainer fee will be refunded in its entirety. Such situations include, but are not limited to, serious health affliction, unforeseen accident or incident outside of our control, such as a natural disaster.

Should this situation arise, I will do everything I can to provide you with another deejay.

By signing below, an acknowledgment of this contract and the terms above are understood. You will have 10 days from the date that this agreement is delivered to forward it on to the given address, with the agreed retainer fee. If 10 days pass and the contract and retainer fee are not received, the date selected above cannot be guaranteed to you.

Your signature along with the retainer fee is required for us to enter into this contract.

_____ date _____

_____ date _____

your check in the amount of retainer fee agreed on shall serve as your receipt : The check should be made out to the following L W GOOLSBY . PLEASE MAIL YOUR RETAINER FEE TO THE FOLLOWING ADDRESS . L W GOOLSBY 460 CLUB POND ROAD , HENDERSON NC 27537
DaddyDoRag DJ Productions - Dee Jay Bill Goolsby - (252) 378-4419

Suggested Wedding Games & Dances

1. Dollar Dance – Guests pay to dance with bride and groom
2. Love Game - Guests must stand up and sing a Love song and then Bride & Groom would kiss.
3. Putter Golf – Guests must sink a hole-in-one and then Bride & Groom would kiss
4. Trivia – Guests must answer pre-written trivia questions about the Bride & Groom, a correct answer would have the Bride & Groom kiss.
5. Married Couples Dance – All married couples are asked to come to the dance floor. Couples are asked to sit down based on length of marriage. Couple married the longest gets a gift from bride and groom

6- Shoe Game

QUESTIONS THAT I NEED BACK

1. INTRODUCTIONS SONG FOR WEDDING PARY _____
- 2.INTRODUCTIONS SONG FOR BRIDE & GROOM _____
- 3.NAME OF PERSON FOR BLESSING BRIDE & GROOM _____
- 4.NAME OF FIANCEE' _____
- 5.NAME & ADDRESS OF VENUE _____
- 6.CONTACT PERSON AND CONTACT INFO AT VENUE _____
- 7.WILL PARENTS & GRANDPARENTS MAKE AN ENTRANCE INTO RECEPTION AREA _____
- WILL THEY BE INTRODUCED SEATED AT THEIR TABLES _____
- 8.WILL YOU BE DOING A UNITY SONG DURING THE CEREMONY _____
- 10.WILL THE MEAL BE SERVED OR BUFFETT STYLE _____
- 11.WILL TABLES BE NUMBERED AND DO YOU WISH FOR ME TO CALL TABLES _____
- 12.WILL MEAL BE PROVIDED FOR DEE JAYS _____
- 13.DO YOU WISH FOR REQUEST TO BE TAKEN , IF SO DO YOU WISH FOR THEM TO BE PLAYED AFTER ALL OF THE SPECIAL DANCES , SONGS , ETC _____

NAME OF CONTACT PERSON(S) THAT I CAN ASK QUESTIONS IF SOMETHING COMES UP

PLEASE LIST PERSONS THAT WILL BE MAKING TOAST SO WE CAN ANNOUNCE

14. WILL THIS BE AN ALCOHOL EVENT _____

15. WILL YOU BE ABLE TO PROVIDE A 6FT TABLE COVER AND TWO CHAIRS FOR THE DEE JAYS__

PLEASE LIST ANYTHING YOU THINK WE NEED TO KNOW PRIOR TO YOUR EVENT _____

I WISH TO SAY THANKS FOR YOUR INTEREST IN SECURING MY SERVICES AS YOUR DEE JAY AND I
LOOK FORWARD TO WORKING AND PROVIDING YOU WITH THE LEVEL OF SERVICE YOU DESIRE '

PLEASE INFORM ALL GUEST THAT ONLY THE DEE JAYS ARE PERMITTED BEHIND THE DEE JAY
SETUP AND NO LIQUIDS OF ANY KIND ARE TO BE BROUGHT AROUND THE EQUIPMENT .

SIGNED _____ DATE _____

THIS FORM NEEDS TO BE RETURNED ALONG WITH YOUR RETAINER FEE AND RETAINER
CONTRACT

L W GOOLSBY dba DADDYDORAG DJ PRODUCTIONS

460 CLUB POND ROAD

HENDERSON NC 27537

PHONE 252-378-4419