

DJ EVENT PLANNER FORM

When completed, please email form to: info@equinoxsound.com



(Please fill out the following areas as best you can and in as much detail as possible. Failure to do so means that we may not be able to offer the best service possible and miss important elements and details of your event. Any changes to this sheet less than 48 hours prior to an event may not be guaranteed.)

EVENT INFORMATION:

Date of Function: _____

Wedding Couple / Names: _____

How You Would Like Your Names Announced by the DJ: _____

Contact Phone Number on Day of: _____

Final Guest Count: _____ Emcee's Name: _____

RECEPTION LOCATION INFORMATION:

Location: _____ Room Name: _____

Address: _____

Venue Contact Name: _____ Phone Number of Contact: _____

Best time for DJ Set-up: _____ Specific Location in the Room: _____

CEREMONY *(Please complete only if you have booked in advance to have music at your ceremony):*

Location: _____ Room Name: _____

Address: _____

Time of Guests Arrival: _____ Actual Time of Ceremony: _____

Type of Music as Guests Arrive: _____

Processional Song: _____ Artist: _____

Bride Entrance Song: _____ Artist: _____

Signing of the Register Song: _____ Artist: _____

Recessional Song: _____ Artist: _____

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COCKTAILS & DINNER *(If your rates have been changed / discounted because you do not require our services during this time, please skip this section)*

Cocktail Start Time: _____ Dinner Served Time: _____

Is the DJ or MC to announce Bridal Party into the reception? _____ What Time? _____

Bride & Groom Entrance Song: _____ Artist: _____

Do you wish the DJ to announce the tables eating order? _____

Specific Instructions: _____

Will you provide a meal for the DJ? _____

CAKE CUTTING:

What time is your cake-cutting? _____ Song: _____

DANCES:

FIRST DANCE: _____ Artist: _____

Names of People Dancing to First Dance:

SECOND DANCE: _____ Artist: _____

Names of People Dancing to Second Dance:

THIRD DANCE: _____ Artist: _____

Names of People Dancing to Third Dance:

FOURTH DANCE: _____ Artist: _____

Names of People Dancing to Fourth Dance:

Are there any other special occasions ie: wedding, birthdays etc. that you would like announced during the evening?

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Bouquet Song _____ Time: _____

Garter Song _____ Time: _____

Are you having a late lunch? If so, at what time will it be served: _____

Would you like to have the DJ announce that you leaving? Yes _____ No _____

Would you like a special song played for your departure?

Song: _____ Artist: _____

Would you like the DJ to make any other announcements during the evening i.e.: gift opening, last call etc.?

Special Music Requests:

Top Must Play Songs:

Title: _____

Artist: _____

Title: _____

Artist: _____

Title: _____

Artist: _____

Title: _____

Artist: _____

Title: _____

Artist: _____

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Artist: _____

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Title: _____

Artist: _____

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Artist: _____

Top DO NOT Play Songs:

Title: _____

Artist: _____

Title: _____

Artist: _____

Title: _____

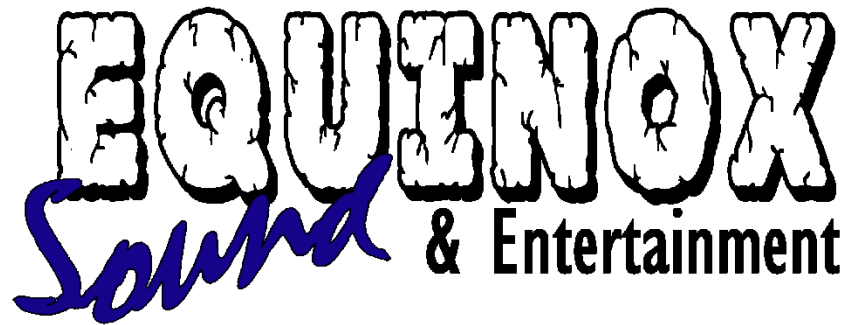
Artist: _____

Title: _____

Artist: _____

Title: _____

Artist: _____



Thank You For Helping Us Provide You The Best Possible Service!

Equinox Sound and Entertainment

Phone: 780-907-1761

Email: info@equinoxsound.com

Web: www.equinoxsound.com

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