

Xcite Entertainment Event Planner

Contract Information

Client				
Phone				
Email				
Event Date				
Location				
Time	DJ's Start:		DJ's End:	
DJ Services	Ceremony	Cocktail	Dinner	Reception
Photo Booth	Hrs:	Video:	4x6:	Open or Closed Booth
Up Lights	How Many:			
Contracted Services.	Slideshow:		Projector Rental:	
	Monogram Projector:		Pipe n Drape:	
	Wedding Wheel:		Bubble Machine	
	Other			
*If you wish to include additional services, please let us know in advanced.				
Dress Attire:	Casual	Business Attire	Formal	Number of Guests:

Itinerary

Guest Arrival	Ceremony
Ceremony	Grand March
Cake Cutting	Speeches
Dinner	Reception
Formal Dances	Garter/Bouquet
Other	

Music

Please rate the genre of music that you would like played at your wedding.

0 being least played and 5 being most played. Include any specific artists you like.

Reception Music

Top 40	Country	00's	90's
80's	70's	Classic Rock	Rock
Rap	House/EDM	Oldies(50's,60's)	Polka
Latin	Jazz/Swing	Motown	Other
Specific Songs/Artists you want played:			
Songs/Artists You Do Not Want Played:			

Ceremony (Song Selections)

Background music	Wedding Party
Bride	Exit Song

Officiants Name	
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Dinner Music/Cocktail Music: Please specify between Cocktail & Dinner Music

Classic Symphony	Easy listening
Rat Pack Style	Piano/Jazz
Instrumental Covers	Pub/Bar Music
Other	

Wedding Party (in order of announcement) *First Name Only

Maid of Honor	Best Man
Bride	Groom
To be announced as?	

Speeches (Please provide first name & relation)

Welcome:	Blessing:
Toasts:	

Formal Dances *Song Selections

Wedding Party Entrance	
Bride & Groom Entrance	
First Dance	
Father & Daughter	Invite Others:
Mother & Son	Invite Others:

Activities:

Anniversary Dance
Activities During Dinner
Garter/Bouquet Activity
Wedding Wheel During Dinner
Projector and Screen Rental
Extra Sound System
Other Services

Up Lighting Color

Red	Teal	Yellow
Green	White	Blue
Purple/Pink	Combo	Other
Monogram: (Displayed as)		

Photo Booth

Photo strip size	2x6	4x6
Video Messaging	Custom Design	Green Screen
What would you like displayed on the Photo Strip		

Pipe & Drape

Length:	Lights: Edison Bulbs or Small Lights
Color: Black or White	Other

Musicians or Performers *Musicians must provide their own sound equipment

Name:	Phone:
Time of performance:	*Sound is available to rent for a small fee

Vendor Information

Photographers Name		End Time
Videographer Name		End Time
Venue Contact Information		Phone:

Would you prefer to use the venue's PA system during speeches (Yes/No)

Dinner Selections: *Dinner be provided for 2 Dj's as stated in the contract

DJ		Table #
DJ		Table #
Photo Booth		Table #

Any Other Notes or Information can be listed below
