

INTRODUCTIONS

Please write "N/A" for not applicable and notify us of any changes prior to your wedding day. Introductions will be made in this order (unless specified otherwise).

1) Flower Girl (s): _____

And Ring Bearer (s): _____

2) Parents: (please list parents/step-parents, etc. by first and last names or Mr., Ms. and Mrs. or any other title)

Father's name: _____

Mother's name: _____

3) Parents: _____

Father's name: _____

Mother's name: _____

3) Bridal Party:

_____ and _____

_____ with _____

_____ escorted by _____

_____ accompanied by _____

_____ and _____

_____ with _____

_____ escorted by _____

_____ accompanied by _____

4) Maid/Matron of Honor: _____

Maid/Matron of Honor: _____

Best Man: _____

Best Man: _____

(Please write how you would like to be introduced; list either by your first names or nicknames and your last name or Mr. and Mrs.)

5) Married Couple: _____

WEDDING CHECKLIST

This is the most common order; you may change it by numerical order or omit it by writing "N/A" (not applicable) on the line before the event.

_____ **Ceremony Music:** _____ / _____ / _____

_____ **Receiving Line:** *(please circle):* _____ *at the ceremony location (recommended)* _____ *at the reception*

_____ **Cocktail Hour**

_____ **Introductions:** *Instrumental Song:* _____ *Artist:* _____

_____ **Prayer by:** _____

_____ **Toast:** _____ *microphone needed?* _____

_____ **Toast:** _____ *microphone needed?* _____

_____ **Other toast by:** _____ *microphone needed?* _____

_____ **Meal:** **self-served** **served:** _____ *Meal provided for DJ & Assistant?* _____

_____ **Cake Cutting Song:** _____ *Artist:* _____

_____ **First Dance Song:** _____ *Artist:* _____

_____ **Parent/Son Dance Song:** _____ *Artist:* _____

_____ / _____ **Dance Song:** _____ *Artist:* _____

_____ **Parent/Daughter Dance Song:** _____ *Artist:* _____

_____ / _____ **Dance Song:** _____ *Artist:* _____

_____ **Wedding Party Dance Song:** _____ *Artist:* _____

_____ **Anniversary Celebration Dance** *(your DJ will explain the details)*

_____ **Other:** _____ *Song:* _____ *Artist:* _____

_____ **Bouquet/Garter Toss:** *18 & older only?* *Yes* *any* *If No, we suggest the child place the garter on the arm.*

Music Selection: Good Mix (recommended) 50's/60's Rock Top 40 Disco Country Hip Hop other: _____

Please list 10 Favorite songs: (use separate sheet of paper)

Ceremony Location: _____ Time: _____ Phone: _____

Reception Location: _____

Caterer's name: _____ Contact: _____ Phone: _____

Photographer's/Videographer's Name: _____ Phone: _____

Cake Maker's Name: _____ Phone: _____

How Much Should You Pay For A DJ?

By Jimmie Thomas – Maine Audio Visual's Founder & Entertainment Specialist

THE FACTS:

According to The Wedding Report www.theweddingreport.com the national average cost of a wedding today is \$24,723 (not including the honeymoon).

According to Project Wedding www.projectwedding.com couples should plan on spending 10% of their total wedding cost on entertainment. Let's say you fall in the 38% category and you are spending \$10,000 for your wedding. If you do the math, $\$10,000 \times 10\% = \1000 . While we are not the highest priced DJ service or the lowest priced DJ service in New England, we set our rates based on these recommendations, as well as the cost of doing business at a professional level.

REALITY CHECK:

Obviously a couple can only spend within their budget. Whether you base your entertainment decision on the total amount you are spending or other factors; the only question you have to ask yourself is this: "What is the value I place on my entertainment?" All things considered, when compared to what you are spending for your wedding ring, hall, catering and everything else...having a professional Mobile DJ is a steal.

A DJ can make or break your wedding, so why take chances on a cut-rut DJ. When you go with MAV, you're not only paying for great entertainment at a great price; you're paying for peace of mind!

Maine Audio Visual's DJ Jimmie Thomas	Unprofessional Cut-rate DJ's
Sets up early; before your guests arrive	Show up late or not all
Maintains a neat skirted banquet table appearance with cables/equipment covered	Have cables running everywhere with the rear panels of equipment in view
Wears appropriate formal attire as required	Wear jeans and a T-shirt
Does not smoke, drink, do drugs or make offensive remarks	Act rudely to you, your guests, other vendors, or drink, smoke, do drugs
Provides you with a clear, easy to read, printed agreement	Surprise you with a difficult to read agreement with hidden charges
Personally plans, performs and coordinates your event	Have a different DJ show up (as a sub-contractor) or switch DJ's half way through the reception
Returns calls and answers your questions ASAP	Ignore your requests or take them lightly
Smiles a lot and has fun	Have a negative or arrogant attitude
Invests in continuing education via trade publications and by attending classes	Just wing it and pretend to know what they are doing
Continually upgrades DJ equipment and has invested thousands of dollars on high quality sound systems, plus always bring backups	Use home stereos, outdated or inexpensive equipment and bring a limited selection of music without a backup sound system
Maintains an extensive music collection from all genres from yesteryear to the today's hottest hits, and is WiFi enabled with a Mobile Wireless HotSpot, which means a song can be downloaded in seconds, so 99% of you and your guest's requests can be played.	Borrow music from our friends/relatives, record on cassette via the radio, bring a limited selection of music or download files illegally from the internet
Loves the DJ profession and loves to see people having fun and enjoying themselves	DJ just for the money or use high pressure tactics to get bookings
Travels the entire State of ME and NH	Limit themselves to a certain area
Has over 25 years of DJ experience, having done over 500 successful wedding receptions	Lie about their experience, or the number of wedding receptions they've done
Promises to do the very best to entertain you and your guests, so you'll have plenty of time to relax, mingle and have fun	Just push buttons, stand with their hands in their pockets and really don't care if you and your guests having fun or not

Advice for a Great Reception

*By Dan Nichols – Mobile Beat Magazine**

Calling All Newlyweds...

Are you or is someone you know having a wedding reception? Here are 16 things you've probably never even thought of, that as a professional mobile DJ, I suggest make for better parties. I first want to point out that it is rare that all these items are followed in any given event but the more you can adhere to them, the more likely your party will be at full steam come closing time.

- 1) Don't put the older guests next to the dance floor/speakers. If you have to ask why, then you may want to hire a harpist for the night.
- 2) Don't cram your entertainment out of the way—your entertainer should be seen. Powerful entertainers will work to get people on the dance floor but they must be seen as part of the action, not just some side show.
- 3) A party should end when it shouldn't end, not when it should. Ending a party before it dies down leaves everyone with the impression the floor was packed all night. It just feels better when people are left wanting more versus being completely burned out.
- 4) A "too small" dance floor is better than one that is too big. Why? The answer is simple: It creates the impression, whether real or not, that the floor is full. People are more likely to dance when the crowd on the floor is dense than when they feel like the only ones out there. Take it from the pro who knows about dancing and crowd psychology, not from the banquet manager selling you on why a huge floor is so important. If people end up dancing on the carpet then great they end up dancing on the carpet and the story of your floor being so packed people couldn't even fit on the floor only further reinforces my point.
- 5) Darker is better than lighter for dancing. People feel like less of a spectacle, less "on-stage" when they think they're harder to see. That's why crime increases at night as well—and yes when some people dance it is a crime. This one works along the same lines of psychology as tip 4.
- 6) Keep exit doors closed. Doors are inviting and you don't want to invite people outside of the main room. Having them open allows more light into the room which again works against the psychodynamics of the dance floor. Open doors invite people to their cars in the parking lot. You want to keep their focus in the reception room for as long as possible.
- 7) This is a very general but valid statement: Nicer places, (country clubs, etc.) actually make it harder, especially in the summer and fall months to get people up and moving because they are so pre-occupied enjoying the scenery. Think about it... would you rather enjoy a cold beverage on a breezy deck outdoors amidst the trees or a sweaty dance indoors? It isn't that the night can't be great but all things being equal, nicer venues pull from the floor potential. As a DJ I love playing nicer events and usually do so, as that's my target market; but it can't change simple human nature. If you're having your party/reception at a really nice venue then you'll just want to pay closer attention to some of the other factors to tip the scales in your favor.
- 8) Bars should always be in the main room. Preferably closer to the dance floor but the floor shouldn't be in the way of any lines to the bar. If a bar and/or desserts are put outside the main room, then a huge percentage of potential dancers are unavailable. Bars are like kitchens—they draw people to them. If you can help it, don't make your DJ wrestle with the draw of a bar.

9) If you're going to shut the bar down for 30 minutes out of, say, 6 hours, do it during dinner. If you do it at 11:30 then the party will more likely die out; as people will feel that it's time to go.

10) Happy music keeps things going. Keep away from any negative vibes at all. Keep the mood up-up-up. 11) Respect the musical opinions of your local professionals. They do this for a living. Be careful not to cut out all the "cliché" wedding music as you'll find this will negatively impact the dance floor potential. People dance to what they know. A wedding reception is not the time and place to prove to your friends and family that you're into obscure music. You've got a lot of people from all over your family tree that want to have a good time, so let your DJ exercise all his or her tools and really work his or her craft.

12) The entertainment should eat with the guests and not be fed a soggy club sandwich in the janitors closet. From tons of experience, the more my newlyweds treat me as a guest, the more likely their unpaid guests will respect me too. I find it rather ironic that the nicest venues often have some sort of "crapitude" (made up word) towards DJs, bands, photographers and video crew and will encourage the newlyweds to shovel them off away from the action during dinner with a plate of moldy (I'm not kidding) cold cuts. Wouldn't it make sense that they be right near the action? Not to mention, if you treat your vendors like second class citizens, how do you think that affects their attitudes? Your pros will bend over backwards for you if you just treat them with the same respect you'd treat your guests with. I can tell you now that professional wedding vendors will even do extra for you at no charge when you treat them right.

13) Don't do a dollar dance. The reason is that when doing this the guests realize they won't be seen slipping out the door. If you must do one, do it early on after the main dances and limit it to 3 songs max.

14) People tend to remember the beginning and the end of an event. That's why your DJ should do a strong, grand introduction. It helps build rapport early on, and if done right and with energy and enthusiasm, it puts him or her in a more powerful position to work your crowd all night.

15) It is best for any traditional events or speeches to be done and out of the way before dancing begins. In addition, it is important for pictures of the bridal party and the newlyweds to be done, when at all possible, before the dancing begins. As a DJ I have seen more parties lose steam because my bridal party is having pictures taken after the bridal dance. Do all the pictures before. It may cost you an extra hour earlier in the day but it will save you from losing a good handful of guests early on in the evening.

16) If you have to cut corners, don't compromise on the entertainment. My clients never complain that they paid too much for my services. Also, know that experience is king. I am a better DJ after every event I do.

A wedding reception is not the time and place to prove to your friends and family that you're into obscure music...Let your DJ exercise all his or her tools and really work his or her craft.

**Dan Nichols, a lay-psychologist and certified hypnotist, as well as a mobile entertainer, owns a small personal DJ service out of Royal Oak, MI and has been in operation for many years. Mobile Beat Magazine is available globally in print by subscription or through the digital edition online at www.mobilebeat.com specifically for DJs, VJs and KJs worldwide.*



REFERENCES

Stephanie & Nehemiah (512) 516-9035

Jon March (203) 910-7903

Danielle M. (207) 465-2531

Patrick & Angie (207) 547-3480

Cheryl L. (207) 416-4077

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Tysha & Scott (207) 437-4061

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Ron & Rebecca (207) 465-4460

Heath & Stacey (207) 442-0580

Sharon (603) 679-2167

Paul (207) 453-2424

Susan (207) 782-2411

John and Tonia (207) 453-1776

Jason & Celeste (207) 474-0339

Christopher & Amy (207) 549-7897

Rita & Gary (207) 645-3382

Rob (207) 426-8666

Kim (207) 338-4163

Angie & Jeff (207) 377-4091



AGREEMENT TO PROVIDE ENTERTAINMENT SERVICES

Maine Audio Visual, 21 Savage St., Fairfield, ME 04937 | 207-747-8896 | www.maineaudiovisual.com | maineaudiovisual@gmail.com

This agreement between James D. Thomas, D.B.A. Maine Audio Visual (the "Contractor") and: _____

(The "Client") defines the fees, terms, conditions and provisions under which the Contractor will provide services as Contractor to the Client.

Client Mailing Address: _____

Home Phone: _____ Mobile Phone: _____

E-mail: _____

Wedding Date: _____ Day: _____

Name of Reception Location: _____

Address: _____

Estimated Number of Guests: _____ Setup Time: _____ Start Time: _____ End Time: _____

FEES, TERMS, CONDITIONS AND PROVISIONS:

All Wedding Packages include the Contractor, James D. Thomas, as the Client's entertainment specialist, including DJ, MC, Audio/Visual technician services, professional digital sound system, wireless microphone, back-up equipment, mobile music downloads and extensive music library. The Client also receives the initial consultation, follow-up consultation and pre-event planning. The Wedding Packages include: 1) Standard Package 2) Deluxe Package (includes LED Dancefloor Lighting) 3) Premium Package (includes LED Dancefloor Lighting and Up-lighting). Packages are based on up to 4 hours of entertainment. The overtime fee is \$50 per half hour (payment for unexpected overtime is due on the day of the event). Travel fee is \$0.55 every mile over a 25 mile radius of Fairfield, ME.

Available options *(please check mark and discuss fees with the Contractor)*:

- Karaoke | Projector w/ stand | Screen | 10' by 10' DJ Tent | Open Air Photo Booth | 5' by 5' Tent Photo Booth

The total fee agreed upon for the _____ Package (with/without options) by the Client and the Contractor is \$_____ for up to _____ hours.

Note: "Start Time" is the time the ceremony begins or if music is not provided at ceremony, the arrival of your guests to the reception.

To reserve your wedding date please confirm this Agreement, return one signed and completed copy along with a deposit of 1/2 the total fee or the total fee. If sending a deposit, the balance may be paid no later than two weeks prior to the event by cash, check, or money order. Please make checks payable to Maine Audio Visual and mail to: James Thomas d.b.a. Maine Audio Visual, 21 Savage St., Fairfield, ME 04937 (a \$35.00 fee will be charged for all returned checks).

- Cash | Bankcard | Money Order | Check – Deposit Amount: \$ _____ Balance Due: \$ _____

For Office Use Only:

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It is understood that this contract is binding on both parties. It cannot be altered or changed unless agreed to in writing by both the Client and the Contractor. Cancellation of the contract by the Client is possible if Contractor is notified in writing not less than 90 days before the service date. Cancellation within this time period will result in the refund of all payments, less deposit, unless otherwise noted. Cancellation by client after 90 days will result in credit being given towards a future event based upon Contractor's availability.

This contract with the Contractor to perform as listed shall be excused by detention of Contractor by sickness, accidents, acts of God, and acts of terrorism, adverse weather or any other legitimate circumstances beyond the Contractor's scope of control. In the unlikely event that the Contractor is unavailable to appear, the Contractor will make every effort to find a qualified replacement at the agreed upon fees. Should the Contractor be unable to find a replacement, client will receive a full refund. In the unlikely event that the Contractor does not start on time due to traffic delays, vehicle issues or the event is interrupted during the event due to audio/visual equipment malfunction (other than electrical power issues), the Contractor will refund the portion of the fees paid prorated to the time lost. Client agrees that in all circumstances the Contractor's liability will be limited to the performance fee as stated on the Contractor's contract and that the Contractor will not be responsible for indirect or consequential damages.

The Client shall ensure that: (1) event facility provides Contractor with an area approximately 5 x 15 feet within 25 feet of a 110-volt outlet (3 prong grounded) (2) event facility is accessible for equipment set up at least one and a half to two hours prior to scheduled start time (3) event facility meets all federal and state safety regulations (4) reasonable steps will be taken to protect Contractor's equipment, personnel, and music (5) for outdoor performances, adequate shelter (waterproof tent with available walls) will be provided that completely covers and protects the Contractor's equipment from adverse weather conditions.

If Client is obtaining electrical power from a portable generator or using a long run extension cord from a main power source; Contractor shall not be held responsible or liable for any audio/visual issues that may occur due to power spikes, power surges or total loss of electrical power. If audio/visual issues do occur or DJ equipment is damaged as a result of the aforementioned; and issues cannot be resolved by either Contractor or Client, Contractor reserves the right to discontinue performance if necessary. The Client agrees to maintain a safe environment so as to protect the Contractor's equipment from theft, vandalism and harm as well as any threat of harm to the Contractor. The Contractor has the right to stop any performance and take necessary steps to ensure the safety of himself and his equipment, up to and including removing himself and the equipment from the performance venue. The Contractor will approach Client to intercede if any problems develop and will only leave if the problem cannot be corrected to the reasonable satisfaction of the Contractor. Client is responsible for any and all damages caused by the client and/or the client's guests.

The Contractor has the right to print, publish and use any digital media, and/or other material generated during the course of the event as promotional items for trade show displays, photo album displays, demo videos and web site displays UNLESS initialed by the Client here _____. Initialing here prohibits the Contractor from using any material from the event for promotional purposes.

The Client agrees that this contract shall be governed by laws of the State of Maine and County of Somerset. In the event of a suit involving or relating to this agreement, the Client agrees that the venue for the suit will be in the County of Somerset, State of Maine. In the event that legal action is taken by the Contractor to enforce this agreement, the Client agrees to pay all reasonable attorney's fees, court costs and interest to the Contractor. In the event that the client takes legal action against the Contractor, the Client agrees to pay all reasonable attorneys' fees incurred by the Contractor unless the Client is awarded a judgment against the Contractor.

This contract contains all the fees, terms, conditions and provisions agreed upon by the Client and the Contractor and no other agreements or contracts, oral or written, regarding the subject matter of this contract of performance for the event stated on this contract unless agreed upon in writing by both the Client and the Contractor shall be deemed to exist.

Please sign below and return a copy along with deposit of 1/2 the total fee or total fee.

I have read and fully understand this agreement:

Client Signature: _____ **Date:** _____

How did you hear about MAV? _____