

# DJ Jason Irwin

2020

D.J. Entertainment for all occasions by Jason Irwin



## Wedding reception information form

Please complete, sign, and return by mail or email part 1 ASAP with your deposit.

Please complete and return by mail or email part 2 no later than 2 weeks prior to event date.

A signed copy of this form will be returned to you upon request.

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Visit online for photos, video, and other information!

**PART 1, page 1**

**GENERAL INFORMATION/Contract: Please submit with your deposit.**

**DJ Jason Irwin Wedding Information Sheet, Basic information:**

Name of Bride (maiden) \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address \_\_\_\_\_

Contact phone number, email, etc. \_\_\_\_\_

Date of occasion \_\_\_\_\_

**CEREMONY – General information**

Do you need music for CEREMONY? YES NO (if yes, please answer the following questions.)

Time of CEREMONY \_\_\_\_\_ AM PM

Location of CEREMONY \_\_\_\_\_

Is the CEREMONY in the same address as the RECEPTION? YES NO

Is the CEREMONY in the same ROOM/EXACT LOCATION as the RECEPTION? YES NO

If NO...where is the CEREMONY in relation to the RECEPTION \_\_\_\_\_

Do you need a microphone set up for the ceremony officiant? YES NO \*if yes, consult with DJ

**NOTE: FOR ALL CEREMONY MUSIC TO BE SELECTED – SEE PART 2 OF THIS FORM**

NOTE: If ceremony music is to be provided at a different address than the reception, an additional charge may apply.

IS CEREMONY OUTSIDE? YES NO. (If YES, please answer the following.)

Is there power available at the location of the ceremony? Distance from power outlet to DJ setup \_\_\_\_\_

Is there adequate cover for the ceremony in case of rain? (This includes ceremony, guests and DJ.) YES NO

Is there a plan in effect or an alternate location for the ceremony in case of rain including DJ? YES NO

**PART 1 page 2**

**RECEPTION – General information**

Time of RECEPTION (typically when guests will arrive after ceremony) \_\_\_\_\_ AM PM

Reception hall/location name \_\_\_\_\_

Reception hall/location address \_\_\_\_\_

Reception hall staff/contact name \_\_\_\_\_

Phone \_\_\_\_\_

Earliest time that DJ can get in to reception hall to set up \_\_\_\_\_ AM PM

Is there adequate parking for DJ vehicle truck and trailer? **YES NO**

Where will DJ be setting up? (Please also refer to attached diagram.)

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HINT: When setting up the reception, please avoid placing tables/seating guests in between the DJ and the dance floor. Also avoid placing tables too close to the DJ/speakers.

Will table and skirting for DJ be provided by the reception hall? **YES NO.** (If no, DJ has 6' table and skirting.)

Is there WiFi at the reception hall that the DJ will be able to access? **YES NO** WiFi password \_\_\_\_\_

Is the RECEPTION being held outside? **YES NO.**

If YES, is there 100% cover in case of rain for reception AND DJ? **YES NO** (Please see below.)

NOTE: There will be NO REFUNDS for cancelling services due to weather. It is your responsibility to have adequate cover for the reception -including DJ in case of severe weather, if not an alternate indoor location for the event in general. Open outdoor reception plans need to have a rain plan in effect. Rain plan is to be discussed with DJ in advance.

NOTE: A separate tent/cover for DJ outside of main tent for the rest of the reception is NOT recommended.

Recommended is a large enough tent with room for the reception and entertainment, including dance floor and DJ.

Is there a power outlet nearby? **YES NO**

Distance from DJ setup location to outlet \_\_\_\_\_

Will the DJ and assistant be provided with dinner? **YES NO**

**Part 1, page 3**

**General Timeframe/ payment information**

Total duration of entertainment to be provided:

Start at: \_\_\_\_\_ AM PM    End at: \_\_\_\_\_ AM PM

Payment information (refer to price sheet), payable to Jason S. Irwin in check or cash:  
NOTE: Credit card payment accepted online – ask for an invoice to be emailed to you.

Total price of event \$ \_\_\_\_\_

Less non-refundable deposit of \$ \_\_\_\_\_ Sent and Received    YES    NO

Total balance due on date of occasion BEFORE SERVICES BEGIN \$ \_\_\_\_\_

I agree to the terms and conditions of this contract, and find it legally binding. Deposit is non-refundable and is required to secure date. Balance is due on or before date of occasion.

Wedding Party representative (please PRINT name and sign where designated)

Print & Sign \_\_\_\_\_ Date \_\_\_\_\_

Signed:

Jason S Irwin \_\_\_\_\_ Date \_\_\_\_\_

**Please return part 1 with your deposit.**

**Please return part 2 no later than 2 weeks prior to your event.**

**PART 2, page 1**

**Event specific information. Please submit no later than 2 weeks prior to event.  
Traditional wedding reception event outline (feel free to make changes in order):**

Typically, immediately after the ceremony, the Bride and Groom will do photos while the guests are making their way to the reception hall

Approx. Time      Event

- \_\_\_\_\_ Guests arrive / cocktail hour (medium tempo music)
- \_\_\_\_\_ Wedding party arrives at reception (usually after photos/private cocktails)
- \_\_\_\_\_ Wedding party met by DJ and line up in order of announcement at point of entry.
- \_\_\_\_\_ Announce wedding party to guests (Then typically right into the dances listed below)
  - Bride and Groom's first dance
  - Bride and Father dance
  - Groom and Mother dance
  - Entire wedding party dance
- \_\_\_\_\_ Prayer / Blessing YES NO
- \_\_\_\_\_ Dinner (light dinner music)
- \_\_\_\_\_ Maid/matron of honor toasts the bride and groom  
(wireless microphone available) \*Can also be done before dinner
- \_\_\_\_\_ Best man honor toasts the bride and groom  
(wireless microphone available) \*Can also be done before dinner

Any other toasts? Please list \_\_\_\_\_

- Start upbeat music and dancing while guests are finishing dinner
- Cake cutting ceremony – dessert
- Bouquet toss/Garter toss
- Dollar dance
- Music & dancing: Traditional dances, fun theme dances, dance music, party favorites, slow dances, requests

Any other requested events? List below.

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**WEDDING PARTY ANNOUNCEMENT**

List the members of the wedding party in the order they are to be announced to your guests at RECEPTION.  
This is independent of the order of your procession at your CEREMONY.

Make changes as necessary. Use the back of this sheet if additional space is required. Please print neatly.  
Difficult names to pronounce...please do your best to give proper pronunciation.

DJ will consult with wedding party and go over the names and order before announcement.

Please try to make any changes before the date of occasion,  
but we are aware that last minute changes happen...just let the DJ know!

Grandparents of the Bride \_\_\_\_\_

Grandparents of the Groom \_\_\_\_\_

Parents of the Bride \_\_\_\_\_

Parents of the Groom \_\_\_\_\_

Bridesmaid \_\_\_\_\_

Usher/Groomsman \_\_\_\_\_

Maid / Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

**Bride and Groom, Mr. and Mrs.** \_\_\_\_\_

**PART 2, Page 3**

**Special songs**

**CEREMONY MUSIC – IF APPLICABLE – SEE PART 1**

Music while guests are arriving at ceremony YES NO (Light instrumental piano music is default)

Select your own music for guests arriving to ceremony \_\_\_\_\_

Processional music: Traditional (Here Comes the Bride-Wedding March by Wagner) YES NO

OR Select your own processional music \_\_\_\_\_

Recessional music: Traditional (Mendelssohn's Wedding March) YES NO

OR Select your own recessional music \_\_\_\_\_

**RECEPTION:**

**Wedding party announcement music (default is soft instrumental music)**

Song \_\_\_\_\_

Artist \_\_\_\_\_

**Bride and Grooms first dance:**

Song \_\_\_\_\_

Artist \_\_\_\_\_

**Bride and Father dance: PLAY FULL SONG? YES or NO – fade out early**

Song \_\_\_\_\_

Artist \_\_\_\_\_

**Groom and Mother dance: PLAY FULL SONG? YES or NO – fade out early**

Song \_\_\_\_\_

Artist \_\_\_\_\_

**Any additional special dances at this time?** Please describe and list music.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



PART 2, page 5

Diagram of wedding reception setup EXAMPLE. There are many ways to set up your room/area for your reception. Here is a basic, popular setup. Head table on either side of the dance floor is also a popular setup.

