



# System DJ's of Oregon LLC

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Venmo:  
Scott-Newman-118

We use this form for planning all of the details of your reception. It is important you give us as many details as possible to ensure you are happy with our services. If there are any details you can not fill in we will cover them during your consultation. Please print clearly.

## Wedding Ceremony - Reception Planner

Groom/Partner Name:  Bride/Partner Name:

Phone #:  Email Address:

Wedding Date:

Reception/Venue Name:

Reception/Venue Address:  City:

State:  Zip:  Phone #:  Contact:

Wedding Package: Includes ceremony sound (if necessary), cocktail music, dinner music and reception music and lights.

**Wedding Day Package - \$2099**  
*Our ultimate wedding package*

Holiday weekends add \$150 to any package (Memorial Day Weekend, Labor Day Weekend or 4th of July if this falls on a weekend)

**Deposit:** Deposit is 1/2 of your wedding package and add-on total. Deposit and this completed form are required to secure your wedding date

Deposit Amount:

Holiday Weekend:

Wedding Package: **\$2099**

Grand Total:

What is the earliest time DJ can get in to set up?

We typically request a minimum of 3 hrs before any guests arrive at the reception venue.

Time ceremony begins:  Time cocktails begin?  Time dinner begins?

Are the DJ's invited for dinner? Yes:  No:

Time dance is to begin?

Time dance is scheduled to end?

General color theme.

Most venues are very strict on this and may assess fines. Please make sure on the scheduled time music can be played until, we will not go beyond the scheduled time.

**The Grand March**...can be done as the wedding party arrives for dinner or during the first part of the dance.

As the wedding party arrives for dinner

When would you like the Grand March?  After dinner (first song of the dance, followed by the first dance)

Approx 30 min after the dance begins (followed by the first dance)

Grand March Song - Artist/Title

Please list the Wedding Party ***in the order*** you would like them announced...  
 (If you do not have all the wedding party decisions made we will cover this in our consultation)

Usher:	<input type="text"/>	Usher:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Groomsman:	<input type="text"/>	Bridesmaid:	<input type="text"/>
Best Man:	<input type="text"/>	Maid of Honor:	<input type="text"/>

*How would you like to be announced? (Mr. and Mrs. Xxxxxxx, Dennis and Cindy Xxxxxxx)*

**The Dances...** Typically these are done at the very beginning of the reception, you can wait up to 1 hour after the dance begins; however, many photographers have a scheduled end time so noting this ensures your photographer captures these memories. We usually do the dances in the following order...1) First Dance 2) Bride/Father 3) Groom/Mother. If you would like things differently just let us know in advance of the event.

First Dance: Artist/Title:	<input type="text"/>		
Bride/Father: Artist/Title:	<input type="text"/>	Father's Name:	<input type="text"/>
Groom/Mother: Artist/Title:	<input type="text"/>	Mother's Name:	<input type="text"/>

**Garter Toss/Flower Toss.** Typically these are done approx 1 hour after the dance begins. If there is a specific time you would like these done please let us know. We try to get these done before your photographer leaves...

Flower Toss:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Specific Time(s)?	<input type="text"/>
Garter Toss:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Specific Time(s)?	<input type="text"/>

Music...

In general please give us an idea of what type(s) of music you would like played - please check all that apply...

Ocdies 60's  70's/80's/90's  Classic Rock  Country  Top 40 Other:

Please list any favorite artists or songs that you wish to be played. (Please keep in mind we play approx 12-15 songs per hour, so listing and expecting us to play 100+ songs is not realistic)...feel free to include a separate song list page and we will do our best to mix these songs in throughout the evening.

Artist/Title:

Artist/Title:

Artist/Title:

Artist/Title:

Please list any songs you request we not play...(ie Chicken Dance, Hokey Pokey...)

Artist/Title:

Artist/Title:

Please list any songs that have a special meaning to yourselves, friends, a relative, etc...

Artist/Title:

Artist/Title:

Please list any special requests you have for music or other activities you would like included. We try to take requests as much as possible and will do our best to play all of them, sometimes song requests can not be played due to language etc. If there are special requests, please let us know a minimum of 48 hrs. in advance. Last minute requests may not be able to be accommodated.

Please complete this form (as completely as possible) and mail a check with 1/2 of your package/additional services total - **this acts as your contract. The remaining balance is due before the dance begins the day of the wedding. We will not hold a date without this signed form and 1/2 of your services total.** If both parties agree during the show that additional time or services are needed, the billing rate of up to \$100 per hour will apply and will be due immediately. We understand things happen, if for some reason this contract needs to be changed or voided, we will refund 100% of your deposit if the date is more than 60 days before the scheduled date. If this contract is voided within 60 days of the scheduled date System DJ's will assess a minimum \$200 cancellation fee. If you have questions on this form please let us know we will be glad to explain our services and fees to you.

**Total: (Includes package price and any additional services/time requested):**

*This is your final quoted price.*

Groom/Partner Signature:

Date:

Bride/Partner Signature:

Date:

Grand Total:

Subtract deposit amount:

Balance Due: (Due before the dance begins day of the wedding)

For System DJ's use only:  
Deposit Ck#  
Deposit Check Total:  
Date: