

www.grandrapidsdiscjockey.com



Click here to See our online Commercial

We look forward to working with you!

Please call:

616.292.8596

or email

kennethkibby@yahoo.com

You can also visit

www.weddingceremonyvows.net

for more information on our Wedding Officiant services.

Client Phone # _____

CLIENT NAME: CLIENT ☎ TYPE OF EVENT:

MAILING ADDRESS:

EVENT DATE: LOCATION OF EVENT (CITY):

ADDRESS OF EVENT:

EVENT IS: INDOORS OUTDOORS

IF INDOORS, FACILITY NAME: _____

WHERE IS YOUR ROOM? MAIN FLOOR UPSTAIRS DOWNSTAIRS.

IF NOT ON MAIN FLOOR HOW WILL WE GET OUR EQUIPMENT TO THAT ROOM? STAIRS
 ELEVATOR

CONTACT PERSON OF FACILITY: _____

IF OUTDOORS, WILL WE BE UNDER SHELTER? YES NO.

WILL YOU HAVE ACCESSIBLE ELECTRICITY? YES NO.

NUMBER OF GUESTS(APPROX.): _____ AGE RANGE OF GUESTS _____ TO _____

GUEST ARRIVAL TIME: DJ START TIME: DJ END TIME:

TOTAL FEE \$ ADVANCE DEPOSIT \$ BALANCE DUE \$

In consideration of the mutual promises set forth herein, GR Disk Jockey and Client agree to the following terms and conditions:

1. Client hires GR Disk Jockey for the event set forth above and agrees to pay GR Disk Jockey the required deposit with return of this signed agreement. Balance is due on or before performance date. Client is authorized to make payment to employees or employee of GR Disk Jockey assigned to the event

2. Deposit is non-refundable and must be made no later than 14 days after date of contract, unless otherwise instructed or later due to booking date. Written notice must be given at least 30 days in advance of performance date for changes in times, location, postponement, or cancellation.

If the function is cancelled within 14 days prior to the event date, this contract is still valid and full amount of contracted fee is due, unless otherwise instructed by GR Disk Jockey.

3. GR Disk Jockey will provide entertainment to Client consisting of, but not limited to, music and a Master of Ceremonies. . The entertainment may also include, where contracted; lighting effects, karaoke, and props.

4. The Client agrees to provide for, or make arrangements for, at no extra expense to GR Disk Jockey :

Access to the performance area at least one hour before starting time.

One 6 foot or larger table.

Ample electricity (four grounded outlets).

Map to Facility where event is scheduled.

If full balance is by personal check, must be paid within TWO WEEKS PRIOR TO EVENT written to:

KENNETH KIBBY.

5. The Client agrees to pay for any damage to our equipment (including, but not limited to, sound systems, lights, tapes, records, compact

discs, props, etc.) due to direct or indirect negligence of any guests or parties attending.

CLIENT SIGNS

HERE: _____

GR Disk Jockey REP. SIGNATURE

DATE SIGNED: DATE OF CONTRACT: _____

**Please note, if paying the balance in full the day of the event, then final payment must be either cash, certified check, or money order.

We do not accept personal checks as final payment unless sent 2 weeks prior to event date. If you have any questions, feel free to call.

We look forward to making your event a time to remember. GR Disk Jockey appreciates your business!

Any other info:

RECEPTION PLANNER

BRIDE'S NAME:	AGE:	GROOM'S NAME:	AGE:
BRIDE'S MAIDS		GROOM'S MEN	
(Maid/Matron Of Honor)		(Best Man)	
2		3	
3		4	
4		5	
5		6	
6		7	
7		8	
8		9	
PARENTS			
<u>(Bride's)</u>		<u>(Groom's)</u>	
1			
2			

GRAND PARENTS

<u>(Bride's)</u>	<u>(Groom's)</u>
1	
2	
3	
4	

MASTER/MISTRESS OF CEREMONIES

1	2
---	---

USHERS

1	2
---	---

OTHERS

1(Flower Girl)	2(Ring Bearer)
----------------	----------------

LIST OF EVENTS

CHECK ONE

	YES	NO
1 Announcement of Bride and Groom entering reception hall? If YES, How would you like to be introduced? (Mr. & Mrs) _____		
2 Cake cutting announcement?		
3 Blessing? If YES, who? Name _____		
4 Before Dinner Toast? If YES, who? Name _____		
5 Bridal Dance (Bride and Groom <i>only</i>) If YES, song? Title _____ Artist _____		
6 Bridal Party Dance? If YES, song? Title _____ Artist _____		
• Okay to include parents of Bride in Bridal Party Dance?		
• Okay to include parents of Groom in Bridal Party Dance?		
• Okay to include Grand Parents of Bride in Bridal Party Dance?		
• Okay to include Grand Parents of Groom in Bridal Party Dance?		
7 Father/Daughter Dance? If YES, song? Title _____ Artist _____		
8 Mother/Son Dance? If YES, song? Title _____ Artist _____		
9 Bouquet/Garter toss?		
10 Dollar Dance?		
Is the Disc Jockey invited to eat & drink with you?		
Other announcements (birthdays, anniversaries, engagements, etc)		