

DJ Dave Entertainment

Wedding Planner

Agreement of Total or Hourly Rate: \$_____ Overtime: \$_____

Non-Refundable Deposit (to secure Date & Time of event): \$_____

(Balance of agreed amount to be collected prior to start of event.)

Event Name: _____ Event Date: _____

Location: _____ Starting Time: _____

Address: _____ Ending Time: _____

_____ Phone Numbers: _____ - _____

_____ - _____

Event Setup & Special Requests

Announcement Backgrounds

Wedding Party: _____

Bride & Groom: _____

Introductions

Parents of the Groom: _____

Parents of the Bride: _____

Ring Bearer: _____ Flower Girl: _____

Bridesmaids: _____ Ushers: _____

Best Man: _____ Maid Of Honor: _____

Bride & Groom: _____

Dances/Special Events

Bride & Groom First Dance: _____

Bridal Party Special Request Song: _____

Father & Bride Special Request Song: _____

Mother & Groom Special Request Song: _____

Centerpiece: _____

Cake-Cutting: _____

Bouquet/Garter

Single Ladies: _____ Garter Off (Bride): _____

Single Men: _____ Garter On (Bridesmaid): _____

Last Dance: _____

Final Dance: _____