

Masquerade DJ & Karaoke Services



David Riley
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Wedding Reception Format and General Information

Congratulations on your engagement!! The following information has been compiled in order to better assist you in creating your perfect day. Please remember these are only suggestions, and you are welcome to use them as YOU see fit.

Starting Time For The DJ

We find that it is best to have the DJ start playing soft background music as soon as your guests arrive. This sets the best mood to start your special day.

Receiving Line

If you are having a receiving line, you may want to consider having it at the church, or as your guests enter the reception hall. These are good ways of keeping the line moving, because this can be a very time consuming formality.

Introduction of the Wedding Party

Using the "Masquerade DJ & Karaoke Services" wedding information sheet, fill the names of the people in your party exactly as you would like them to be announced (i.e. Mr. Charles Smith - brother of the bride, etc.). All of these names are checked for pronunciation when the wedding party is in proper order prior to the introduction. The introductions are usually done after the formal pictures, and immediately before dinner.

Who Selects the Songs the DJ Will Play?

You may select the songs that you would like to hear from our DJ Song list. As a rule of thumb, our DJ's play 20 to 25 songs per hour. We are also happy to play your personal CDs

Do We Have to Provide a Meal for the DJ?

We would greatly appreciate this as we rarely have time to eat because of driving time, setting up, or playing during mealtimes.

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When Will You Call Me?

You will be called at the beginning of the week prior to your wedding reception. At this time we will review the line-up, confirm all information, and review any last minute details or changes. Our position is that our employment with you does not begin and end the day of the wedding. We are happy to hear from you at any time regarding any of the plans for your wedding. We know, and understand, that most people have had little or no experience in planning a wedding reception. We are here for you!!!

What If I Need To Change The Time of My Reception?

Any changes to an existing contract must be in writing. Small changes usually present no problem. We will always do our best to accommodate you, within the constraints of our schedule. A major change may not be possible, especially if it were to create a conflict with another reception booked that day. We therefore urge you to be certain that the times you wish us to begin playing are correctly coordinated with your ceremony and the reception facility before returning the contracts.

The Cake Cutting

If you are cutting the cake, it usually works well during dinner (before the main course), or directly after the tables are cleared. You may choose the "Farmer in the dell" (traditional sing-a-long), or we can make an announcement to your guests and play background music while your photographer takes you through the ceremony.

The First (Bridal) Dance

You may choose any song for your first dance. In addition, you may choose to have your first dance with the bride and groom only, or you may elect to have the wedding party join in the dance half way through the song.

Parent's Dances

Normally, parents' dances are done after the bride and groom's first dance. You may separate the couple's dances or both couples can dance at the same time.

Garter and Bouquet Toss

If you elect to have this formality, it works best about an hour before the end of the reception. We will coordinate this formality with the photographer.

Last Dance

Again, you may choose any song for you last dance. Your last dance will be performed ten minutes before the end of the reception. If you are changing clothes, we suggest that you allow thirty minutes before your last dance to change.

We hope these suggestions have been helpful! Thank You for choosing "Masquerade DJ & Karaoke Services", we look forward to making your special day PERFECT!

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Wedding of: _____ and _____

Wedding Date: _____ Starting Time of reception _____

Will there be a blessing before the meal? Yes ___ No ___

The blessing will be said by: _____

Will there be a toast? Yes ___ No ___

Name of the person giving the toast (If not the Best Man) _____

Bride & Groom (First) Dance Selection: _____

Will the wedding party join in half way through? Yes ___ No ___

Bride & Father's Dance: Yes ___ No ___ Selection: _____

Groom & Mother's Dance: Yes ___ No ___ Selection: _____

Cake Cutting: Yes ___ No ___ Cut the Cake ___ Other Selection: _____

Receiving Line: Yes ___ No ___ If yes, when would you like this to occur? _____

Throwing of the Garter & Bouquet: Yes ___ No ___

Will you change clothes prior to the last dance? Yes ___ No ___

Last Dance Selection: _____

Final Fast Dance: Yes ___ No ___ Selection for Final Fast Dance music: _____

Bride & Groom's Future Mailing Address: _____

Bride & Groom's Phone and e-mail: _____

How did you hear about us? _____

CONTRACT

We/ the below signed agree to have Masquerade DJ & Karaoke Services host our wedding reception for _____ hrs on the date of _____ At _____ from _____ to _____
(Date of reception) (Location of reception) (Start time) (Finish time)

For the amount of **\$100/hr** half of this agreed amount (_____) will be due once the DJ(s) are setup the second half due prior to DJ(s) loading up to leave. It is understood that this deposit is non-refundable if there is any cancellation. It is also agreed by all parties that **if it is requested** by either the bride or the groom to host beyond the _____ that an additional charge of **\$75 per hour** will be paid to Masquerade DJ & Karaoke Services. Please make all checks payable to Masquerade DJ & Karaoke Services.

Signature: _____

Mail to: Masquerade DJ & Karaoke Services, 9212 Holyoke Court, Indianapolis, IN 46268 **or** email to: Masquerade_Karaoke@yahoo.com

PLEASE RETURN THESE FORMS SIX WEEKS PRIOR TO YOUR WEDDING

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The Wedding of: _____ and _____

Wedding Date: _____ Time: _____

Grandparents of the Bride: _____

Grandparents of the Groom: _____

Parents of the Bride: _____

Parents of the Groom: _____

Bridesmaid: _____

Usher / Groomsman: _____

Bridesmaid: _____

Usher / Groomsman: _____

Bridesmaid: _____

Usher / Groomsman: _____

Bridesmaid: _____

Usher / Groomsman: _____

Flower Girl: _____

Ring Bearer: _____

Maid/Matron of Honor: _____

Best Man: _____

Bride & Groom: Mr. & Mrs. _____

Bride's First Name: _____

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Details

(Items Listed ARE included in the above cost)

Do You Want

- Just DJ or Both DJ and Karaoke _____ ?
- A LED T-bar _____ ?
- A Multi-Colored Disco ball _____ ?
- Other Lights (specify) _____ ?
- Other items (specify) _____ ?
- Is there a specific type of music you want i.e. 80's, Christian, Children's, Holiday, etc...(other than what is listed above)

Please Specify by Type of music or Specific song Titles and artist.
(Items not already in our inventory will be an additional cost of half ½ the purchase / rental price, excludes music selections)

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