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| **Client Information**  **Name:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
| **Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
| **Event Information**  **Event Date:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Guest:\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Event Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guest arrival time: \_\_\_\_\_\_\_\_\_\_\_\_** | |  |
| **Event Location (Exact address):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **­­**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Videographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **DJ Attire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
| **Room Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Floor/Level of room: \_\_\_\_\_\_\_\_\_\_\_\_**  **Elevator: Yes/No** | |  |
| **Contact Person**  **(day of event) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
|  |  |
| **Mood/atmosphere of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**Style of music: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Event Order** | | | | | |
| **Order** | **Event** | **Start** | **Order** | **Event** | **Start** |
|  |  |  |  | **Toast** |  |
|  | **Guest Arrive at Reception** |  |  |  |  |
|  | **Party Introductions** |  |  | **Remarks** |  |
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|  |  |  |  |  |  |
|  | **Dinner** |  |  | **Dancing** |  |
|  | ***Misc:*** |  |  | **End of Reception** |  |

**Please list your important song requests on the next page and the DJ will discuss them with you.**

|  |  |
| --- | --- |
| Artist: | Song Title: |
| Artist: | Song Title: |
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| **Custom music Request:** |  |  | |
| Artist: Song Selection:  Notes:    **DO NOT PLAY LIST**  **EXAMPLES**  **Artist Selection** |  |  |  |
|  |
| Anthony, Ray Hokey Pokey |  |  |  |
| Bayou City Beats Cotton Eyed Joe |  |  |  |
| Sorta Crackers Band Chicken Dance |  |  |  |

**Please review the details now. Thanks**

**“The End”**

**If you are reading this line, you have completed the form.**