

Event: _____

ARROW PRODUCTIONS WEDDING GUIDE

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DK@ArrowDJs.com

Date: _____

Do not use this PDF version when booking Dan. A Word version will be sent.

20 PRE-CONTRACTUAL WEDDING QUESTIONS (included in first email)

1. **I'll need please** (*At some point you may wish to include your intended's info*):
 - Client Name(s):
 - Phone#(s):
 - Email(s):
 - Client location:
2. **Event title** [example; Smith-Jones Wedding]:
3. **How much do you have budgeted for the deejay?**
4. **What is the location, including the venue name, of your event?**
5. **Until what time will the venue allow me to play music?**
I must adhere to the policies & rules of the venue so typically am restricted past that time.
6. **When do you expect me to begin my services & when do you expect my services to end?**
Keep in mind that rates are lowest between 10am & 10pm, a little higher if your event goes until 12am & highest when going past 12am.
7. **By what time will I need my equipment set up?**
8. **Will your event be held indoors or out? If outside, will there be a tent under which I can set up my equipment & will there be electricity available for me?**
9. **Approximately how many guests are you expecting?**
10. **Would I be expected to play music for those under the age of 12?**
11. **Will additional DJ service or some sound re-enforcement or equipment such as speakers or microphones be needed elsewhere? If yes, will this be for your ceremony?**
12. **How about special Effects Lighting, bubbles or fog?**
13. **Do you have or are you planning to hire an event co-coordinator separate from someone associated with the venue?**
14. **Please highlight your preferred method of payment?**
*A standard \$200 deposit will be required in most cases. I accept **credit cards** via PayPal & Square & I offer an additional discount for payments by **cash** or **check** after any other discounts are applied.*
15. **How did you come to find me please?**
16. **Please highlight your choice of 3 different music lists:** The **Grand Events List** which only goes out with the Gold Package, is about 18 pages & every artists has at least 1 title & there are my recommended titles for both party & slow dancing. The **Party List** which is sent out usually for Marriage Parties, is about 9 pages & has the same artists & only my recommended titles for party & slow dancing. You can also choose my condensed, 3 page **Short List** but it is not recommended.
17. **Please highlight the "premier" dances you are planning to have. Highlight in red those which you will definitely not be doing: Bride&Groom, Bride/Father, Groom/Mother, Best Man/Maid or Matron of Honor, Wedding Party, Child Participation dance.**
18. **Please highlight other types of activities. Highlight in red those which you will definitely not be doing: Grand Entrance, Bouquet Toss, Garter Removal/Toss, Money Dance, &/or Anniversary Dance(s)? How about a Garter Auction, Bridal Kidnapping, Games, or Other Special Dances, or Dedications?**
19. **Will either the Bride or Groom be serving in the military & wearing a uniform at the wedding?**
You may qualify for a 5% discount if you are.
20. **Would you be interested in a 50% discount for an additional event associated with your wedding?**

This portion of the guide is sent upon receipt of the signed contract & deposit.

Basic

- **With the exception of music specifically excluded, unless otherwise directed, it will be assumed that it will be acceptable to take requests for music from your guests at the event.**
- **Please note on the contract that it will be assumed that a meal will be available for me unless a box is checked.**
- **If I am to be involved, will there be other entertainers or musicians performing during the ceremony or the reception?**
- **Could I please have the names of your Parents in attendance?**
- **I should also have the names of the Best Man & Maid or Matron (if married) of Honor.**
- **Whether for the Grand Entrance or your 1st Dance, how would you like to be announced?**
An example of the most formal would be "Mr. & Mrs. William & Kathrine Smith". An example of the least formal would be "Kathy & Bill". It can be anything in between if you wish.
- **May I have contact information for the venue?**
- **If applicable, can I have contact information for your event coordinator (name; phone(s); email)?**
- **I come with my own black skirted table. Would you like to provide me with some extra linens in your colors for it?**
- **If you have photographers & videographers, until what time are they scheduled?**
- **Please highlight How I should dress: Formal (a Tux), Semi-Formal (a suit & tie), Semi-Casual (a sport coat & slacks), or Casual (slacks or jeans & nice shirt).**

Activities

- If I am performing for the ceremony, these items & the music for them will need addressing:
 - ✓ Pre-Ceremony:
 - ✓ Processional:
 - ✓ Bridal Chorus:
 - ✓ Other Ceremony Music:
 - ✓ Wedding March:
 - ✓ Recessional Music:
- I will need the names, pairings & order of all who will be a part of the Grand Entrance (if applicable). *If you are planning a receiving line after the ceremony, I recommend either a Grand Entrance announcing just the two of you or none at all. Someone will most likely need to coordinate this with me.*
- Tradition dictates that dancing does not begin until the Bride & Groom have had their first dance together. Would you like to have your 1st Dance following your entrance into the reception or after you cut your cake (if applicable)?
- You previously indicating by **yellow** for yes & **red** for no, your choices of the following [MAKE CHANGES WHERE NECESSARY]: **Bride/Father, Groom/Mother, Best Man/Maid(Matron) of Honor, Wedding Party, & child participation dances.**
- Do you want a traditional cake cutting ceremony? *Traditionally, just prior to the cutting of the cake is the best time for toasts by the Maid/Matron of Honor & the Best Man. Sometimes others as well.*
- Unless I am performing for the ceremony, assumedly, cocktail time begins when I do or is in progress. After making all the selections from the music list sent, what categories of music would you like played for cocktails?
- **Highlight** please if it is to be a sit down service or buffet.
- After making all the selections from the music list sent, what categories of music would you like played during the meal?
- I'll need to know **if & who** you expect to give a blessing or toasts prior to the meal being served. *May I suggest that prior to the meal is a good time for you to thank your guest for their presence & for your parents to toast.*
- After making all the selections from the music list sent, what categories of music would you like played after you premier dances (i.e. 1st dance, bride/father, etc.)? *I recommend music for the older & younger in attendance.*
- You previously indicating by **yellow** for yes & **red** for no, your choices of the following [MAKE CHANGES WHERE NECESSARY]: **Grand Entrance, Bouquet Toss, Garter Removal/Toss, Money Dance, &/or Anniversary Dance(s)? Garter Auction, Bridal Kidnapping, Games, or Other Special Dances, or Dedications.**
- After making all the selections from the music list sent, what categories of music would you like played later? *This is the time for you & your friends to dance to your newer choices but does not mean I won't go back & play the older selections.*
- Sometimes the Bride & Groom exit the event before the party is over. Are you planning to do this?
- Is there a specific last song that you would like played (if possible & desired, I do build in an additional 1 or 2 song encore after it)?
- Can you think of a dance or activity we have not planned?

Timing

- ❖ Now we need to create a schedule for all the activities. *Actual times are not as crucial as the sequence & it is better if I am waiting for an activity that has been scheduled, rather than it happening earlier than expected.*
 - a. The 1st Dance most often is followed by the Bride/Father & Groom/Mother dances, then perhaps the Wedding Party &/or child participation dance. *Once these have been performed, I strongly suggest that we invite the rest of your guests to join the two of you in a romantic & relatively slow song on the dance floor. When shall we schedule these dances?*
 - b. When is the meal scheduled to begin?
 - c. When shall we schedule the other activities?
 - d. Can you think of an item we have not scheduled?
- ❖ Your answers to the items above will enable us to create an agenda. If changes need to be made at the event, I will need only 10 or 15 minutes advance notice in order for things to run smoothly.

Concluding Items (this should wait until the above items have been addressed)

- Updates to your agenda will be sent as information from you is received.
- An updated category, r New & Hot, for your music list will be sent when we get close to your wedding day showing your previous selections. **Cut & paste the updated & edit as needed.** *Let me know if this has not been received.*
- **Confirm or edit the agenda as needed.**
- **Is there something I've missed?**
- **Let's plan on speaking & going over everything at least 2 weeks prior to your wedding day.** I encourage discussion with your banquets manager or coordinator.
- A courtesy reminder with an attached invoice will be sent to you one week prior to your event.
- **Is there something we've missed?**

It is not required to wait until this is completed in its entirety. I encourage you to send me what you know, when you are **sure** of it.