

# MUSIC TO GO MOBILE DJ WEDDING/RECEPTION FAX COVER

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Please return this cover page and page 1 of work order with your deposit to us as soon as you can so we can confirm your date! You may send the rest of the form as soon as you have it completed. Thank You!

PAGES INCLUDING COVER PAGE: \_\_\_\_\_

1st Contact Date: \_\_\_\_\_

Mailed or Faxed To: \_\_\_\_\_

Customer Phone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Customer E-mail: \_\_\_\_\_

Attention: \_\_\_\_\_,

Thank you for contacting Music To Go Mobile DJ!

We understand that you are interested in having a DJ on the following Date \_\_\_\_\_

for a \_\_\_\_\_ to be held at the following address \_\_\_\_\_

Begin Playing Music: \_\_\_\_\_ End Playing Music: \_\_\_\_\_

Total Hours of Playing Music requested? \_\_\_\_\_

Have we received your \$100.00 deposit and all \_\_\_\_\_ pages of your Work Order? (Yes or No). (Please retain a copy for your records). Balance of \$\_\_\_\_\_.\_\_\_\_\_ due after last dance on your function date.

Sincerely,

Customer Signature Below:

\_\_\_\_\_

\_\_\_\_\_

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# MUSIC TO GO MOBILE DJ WEDDING & RECEPTION WORK ORDER

Phone: 843-525-6944 Fax: 843-525-6882

Web Site: www.musictogomobiledj.com

E-mail Address: info@musictogomobiledj.com

Date: \_\_\_\_\_

Location of Reception: \_\_\_\_\_

If held in a Gated Community, who will add the DJ to the entry list? \_\_\_\_\_

Times available for us to set-up our equipment: \_\_\_\_\_

Where will our equipment go? \_\_\_\_\_

Begin Playing Music: \_\_\_\_\_ End Playing Music: \_\_\_\_\_ Total Hours Needed: \_\_\_\_\_

The DJ should dress Formal or Informal? Please Explain: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address : \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address : \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Home Phone# \_\_\_\_\_

Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address : \_\_\_\_\_

Where did you find out about us? \_\_\_\_\_

How many guests will you have? \_\_\_\_\_ Age Group of Guests? \_\_\_\_\_

Please give the approximate travel time between the Wedding Location and the Reception Location, if they aren't at the same place! \_\_\_\_\_

## The Wedding

(Please disregard this page if we aren't playing your wedding music.)

If your Wedding is held at the same place as your reception, we will be glad to play the music for the Wedding also! We often attend the wedding rehearsal if it helps!

Time and Place of Wedding Rehearsal: \_\_\_\_\_

Time and Place of Wedding: \_\_\_\_\_

Will our equipment need to be moved from the wedding area to a reception area?

\_\_\_\_\_

List the music to be played for the Prelude (while the guests are being) seated: \_\_\_\_\_

\_\_\_\_\_

Please list the song and artist to be used when the Bridal Party walks down the aisle:

\_\_\_\_\_

Please list who will cue us into as when the Bridal Party goes down the aisle.

\_\_\_\_\_

Please list Ceremony Music: \_\_\_\_\_

\_\_\_\_\_

Will there be a vocalist included in the ceremony? Yes or No. Please provide us with their name and phone # and list any special needs they may have. \_\_\_\_\_

\_\_\_\_\_

Please list the song and artist to be used when the Bride walks down the aisle.

\_\_\_\_\_

Please list who will cue us as to when the Bride will walk down the aisle.

\_\_\_\_\_

Please list the name and contact information for the Minister or Officiate doing the Ceremony: Please tell us what type of Microphone he/she would prefer to use during the Ceremony and any other way we can help him/her. \_\_\_\_\_

\_\_\_\_\_

Please list the song and artist for the Recessional (when the Bride and Groom go back down the aisle). \_\_\_\_\_

\_\_\_\_\_

Who will cue us as to when the Bride and Groom will go back down the aisle?

\_\_\_\_\_

List Postlude music (played while guests leave): \_\_\_\_\_

\_\_\_\_\_

## The Reception

Would you like the Wedding Party to be announced upon arrival? Yes or No.

If yes, please provide us with a written list ahead of time in order of entry with all pronunciations clarified.

Who will provide us with a cue to when you are ready for the Wedding Party to be announced? \_\_\_\_\_

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.

Names to be Announced:

\_\_\_\_ Bride's Parents \_\_\_\_\_  
\_\_\_\_ Groom's Parents \_\_\_\_\_  
\_\_\_\_ Bridesmaid & Usher \_\_\_\_\_  
\_\_\_\_ Bridesmaid & Usher \_\_\_\_\_  
\_\_\_\_ Bridesmaid & Usher \_\_\_\_\_  
\_\_\_\_ Bridesmaid & Usher \_\_\_\_\_  
\_\_\_\_ Maid of Honor & Best Man \_\_\_\_\_  
\_\_\_\_ Flower Girl & Ring Bearer \_\_\_\_\_  
\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_ Bride & Groom \_\_\_\_\_

(You may add or subtract from this above list to your liking!)

Will there be a Receiving Line & Guest Book Signing? Please explain: \_\_\_\_\_  
\_\_\_\_\_

What color will the Bridesmaids be wearing? \_\_\_\_\_

Would you like background music until the Bride and Groom's first dance or would you like up-beat music from the start? Please Explain: \_\_\_\_\_  
\_\_\_\_\_

Will this be a traditional wedding in that the Bride and Groom will be the first to dance? Yes or No. If yes, please list the Song Title and Artist for the First Dance: \_\_\_\_\_  
\_\_\_\_\_

If the Bride's father will be present, would she like to dance with him immediately after dancing with the Groom? Yes or No. If yes, please list the Song Title and Artist for the Bride and Father dance: \_\_\_\_\_  
\_\_\_\_\_

Will there be any other specific Wedding Party Dances that you would like us to do? Yes or No.

If yes, you may want to include the following dances.

Please List Song Titles and Artists Below:

Groom and Bride's Mother Dance \_\_\_\_\_  
Groom's Father and Bride Dance \_\_\_\_\_  
Bride's Father and His Wife Dance \_\_\_\_\_  
Groom and His Mother Dance \_\_\_\_\_  
Bride and Best Man Dance \_\_\_\_\_  
Groom and Maid of Honor Dance \_\_\_\_\_

Any other Special Dances? Yes or No.

Type of Dance:  
Example: Dollar Dance

Please List Song Titles and Artists Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please List the Favorite songs of the Bride and Groom and their immediate family:

Song Title:                      Artist:                      Version (Where Applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At what point do the Bride and Groom want the attendants and guests to join them on the dance floor? \_\_\_\_\_

Will there be any additional music services present, such as anyone that will want to sing a song at the Wedding Reception? Yes or No. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Will there be any toasts, speeches, or announcements planned? Yes or No. Our service includes making any announcements you request, or we can accommodate others who may wish to do so. Will you need a cordless microphone? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be a cocktail hour, light snacks or a sit down dinner? Please Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

At what point would you like to do the Cake Cutting? Please provide us with the Song Title and Artist that you would like us to play at this time. \_\_\_\_\_  
\_\_\_\_\_

At what point would you like to do the Bouquet Toss? Please provide us with the Song Title and Artist that you would like us to play at this time. \_\_\_\_\_  
\_\_\_\_\_

At what point would you like to do the Garter Toss? Please provide us with the Song Title and Artist that you would like us to play at this time. \_\_\_\_\_  
\_\_\_\_\_

What would you like us to play for the Last Dance Song? Please provide us with the Song Title and Artist: \_\_\_\_\_  
\_\_\_\_\_

Will the wedding couple stay for the entire reception or will they make an earlier exit?  
\_\_\_\_\_

(Fee Balance Due Immediately following the Last Dance Song.)

A four - hour function requires approximately 80 songs. Please view our web site at [www.musicogomobile.com](http://www.musicogomobile.com) to review our song lists. You are welcome to print out our lists and check off your favorite songs for us to play! Call us if you can't find a song!

Our Musical Interests Include: (Please Check the ones you prefer.)

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> 40's and 50's | <input type="checkbox"/> Big Band  | <input type="checkbox"/> Motown              |
| <input type="checkbox"/> 60's and 70's | <input type="checkbox"/> Beach     | <input type="checkbox"/> Children's          |
| <input type="checkbox"/> 80's and 90's | <input type="checkbox"/> Christian | <input type="checkbox"/> Group / Line Dances |
| <input type="checkbox"/> 90's-2000     | <input type="checkbox"/> Country   | <input type="checkbox"/> Irish               |
| <input type="checkbox"/> 2000-Present  | <input type="checkbox"/> Top 40    | <input type="checkbox"/> Classical           |

Other Types of Music that you would enjoy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like us to Honor Requests? Yes or No. Even if the requests should conflict with the format you have chosen. Yes or No. Please Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the person(s) who will cue us in as to the volume level adjustments through out your function: \_\_\_\_\_  
\_\_\_\_\_

How will your plans change in the event of Bad Weather? \_\_\_\_\_  
\_\_\_\_\_

What specifically do you **NOT** want to hear or have happen at your function? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want to make or bring some Special Music of your own? Yes or No. If yes, please drop these CD's (CD's need to be in regular CD Format not MP3) off to us at least three weeks prior to your event. This way we can listen to them to check for scratches or defects in the sound quality.

CD (regular CD Format not MP3):

Song and Artist:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Signature: \_\_\_\_\_  
(This ensures that your personal music is kept separate from our music library and acts as a reminder to the DJ to return your music to you before the end of your event!)

Please give us your full music selection list for your event at least 3-Weeks in advance of your function. Do you want the DJ to pick out the songs after you have selected the Bridal Party songs? Yes or No. Please Explain: \_\_\_\_\_  
\_\_\_\_\_

Other Vendors we may need or want to contact:

If you are using a Wedding Consultant, please provide us with their contact information.

Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Home Address : \_\_\_\_\_  
\_\_\_\_\_

If you are using a Caterer, please provide us with their name and phone #.  
\_\_\_\_\_

If you are using a Florist, please provide us with their name and phone #.  
\_\_\_\_\_

If you are using a Photographer, please provide us with their name and phone #.  
\_\_\_\_\_

## MUSIC TO GO MOBILE DJ EQUIPMENT AND SET-UP

We require an approximately 6'X10' area to set up our unit and two outlets to run our system. We go to each job with 2 CD Players, a Mixer, a Microphone, 2 Amplifiers and 2 Speakers. Our library consists of music from the Big Band Era to the Present. One banquet table is helpful to hold our library.

The Customer may request the following Equipment at no additional fees:

- Aggressor Lights
- Mirror Ball
- Strobe Lights (2-Box Shape)
- Black Lights (2-Double Bulb Four Feet Long and 1-Single Bulb Two Feet)
- Cordless Microphone & Boom Stand
- Clip On Microphone
- Limbo Poles (Pick Flag design, or Valentine's)
- Hula Hoops
- Back Up Generator & Gas (for remote areas & must be used out side)
- Fog Machine & Fog Solution (best used in a well-ventilated area)
- Party Wheel

Directions to the Reception:

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Event location contact person and phone #. \_\_\_\_\_

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Setting up the Equipment:

Will your event be held in a Gated Community? Yes or No.

Will there be another function in the same place prior to yours? Yes or No.

Set-up the Equipment: Inside or Outside. If Outside, will a Tent/Covering be provided for the DJ? Yes or No.

If Inside, will we set-up our Equipment on a Stage? Yes or No.

Will there be Stairs or a Loading Ramp? Yes or No.

Will we be using an Elevator? Yes or No.

Please list any Banquet Room/ House #'s, Names or Letters. \_\_\_\_\_

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Where do you want the Equipment set-up? \_\_\_\_\_

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## MUSIC TO GO MOBILE DJ FEES AND POLICIES

**Deposit:** We require a \$100.00 deposit to confirm the date you have requested. (Please put the date of your function on the bottom corner of your check – Thanks!)

**Balance:** The balance is due immediately following the completion of your function.

**Consultation Fees:** \$25.00 per hour, (after the first hour)

**Cancellation Policy:** In the event that the customer cancels, the deposit is nonrefundable.

**Make Checks Payable To:**

Edward D. Robertson  
5904 Pleasant Farm Drive  
Beaufort, S.C. 29906

Home phone: (843) 525-6944  
Fax: (843) 525-6882  
E-mail: info@musictogomobiledj.com

\*Additional Fees for Out Of Town or Long Carries May Apply.\*

### PLEASE READ THE FOLLOWING CAREFULLY!

1. I (We) have chosen \_\_\_\_hrs. actual playing times. Should be the same as “total hours needed” on Page (1) . Over time rounds up to a fee of an additional hour.
2. The full fee for my function will be \$\_\_\_\_.\_\_\_\_\_.
3. The deposit of \$100.00 is to be paid in advance & is included in the fee price.
4. The balance of \$\_\_\_\_.\_\_\_\_\_is due on the date of my function immediately following the last song played by MusicTo Go Mobile DJ.
5. I have read all (10) pages of the MTG Mobile DJ Wedding Reception Work Order, including the Fax Cover, Fees & Policies, and this page. I sent all (10) pages back to Music To Go Mobile DJ. (Please retain a copy for your records).
6. This work order only goes out with the DJ to your function. If attachments are necessary, please call us before faxing any new information and verify receipt after sending. Also, write your name and the date of your function on all attachments.
7. Music To Go Mobile DJ will play music for: Reception Only or Wedding & Reception.
8. Please send your song requests to us at least three (3) weeks prior to your function.

Customer Signature:\_\_\_\_\_Date:\_\_\_\_\_

Customer Signature:\_\_\_\_\_Date:\_\_\_\_\_



## MUSIC TO GO MOBILE DJ SERVICE

Ed & Kris Robertson  
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**Our customers are the heartbeat of our business.**

**Your Opinion Matters to Us! (Please complete after your event & Fax/E-mail to the above address)**

1. Date, location, & type of event: \_\_\_\_\_
2. Did our booking staff communicate in a professional manner? Yes or No
3. Were your phone calls/e-mails answered quickly? Yes or No
4. Were your questions/concerns handled before your event? Yes or No
5. Was the information on our web site helpful? Yes or No
6. Was the information on our work order helpful? Yes or No
7. DJ(s) in Attendance: \_\_\_\_\_
8. Did the DJ(s) arrive on time and begin the music on time? Yes or No
9. Were the DJ(s) dressed as you requested? Yes or No
10. Was the type of music that you requested played? Yes or No
11. Were volume level adjustments made as needed? Yes or No
12. Were the DJ(s) sensitive to your needs & the needs of your guests? Yes or No
13. Did the DJ(s) work well with other vendors present? Yes or No
14. Did the DJ equipment appear to be in good working order? Yes or No
15. Were announcements made as requested? Yes or No
16. Would you recommend our service to others? Yes or No
17. Tips are never to be solicited, but if given, please list amount. \$\_\_\_\_\_.
18. Your Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Your Name, Address, Phone #, & E-mail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. May we use your comments on our web site? Yes or No

**(Feel free to add additional information or suggestions! Thank you for your time!)**

**Additional page attached (yes or no)**

Customer Signature \_\_\_\_\_ Date: \_\_\_\_\_