

INNOVATIVE DISC JOCKEYS

DJ – JEFF PONDER (festus)

Cell # 913-707-1181 Wk # 913-402-4793

www.ihaveadj.com

For current prices and information e-mail festus@ihaveadj.com

Contract for DJ Services: Print out and postal mail or fax to: 913-402-4793

Mailing Address:

Innovative Disc Jockeys
Jeff Ponder
PO Box 249
Stilwell, KS 66085

RECEPTION PLANNING SHEET AND AGREEMENT

PLEASE COMPLETE AND RETURN THIS FORM WITHIN 10 DAYS OF SIGNED AGREEMENT

Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

GENERAL BUSINESS

Bride's Name _____

Phone # Cell _____

Phone # Home _____

Email Addr _____

Groom's Name _____

Phone # Cell _____

Phone # Home _____

Email Addr _____

Mailing Address: _____

Date of Reception/Event _____

No. of guest (approx) _____

Predominant Age Range: _____

Location Phone Number _____

Provide Address & Directions below:

PRICE AGREEMENT
DEPOSIT IS NON-REFUNDABLE

FEES, TERMS AND CONDITIONS
FEE \$ _____ FOR: _____ HOURS

OPTIONAL
 Check if you would like Music Videos
& Screen

FEE \$75.00 PER HOUR OVERTIME
FEE \$50.00 **NON-REFUNDABLE** DEPOSIT REQUIRED. BALANCE DUE AT CLOSE OF EVENT.

TO CONFIRM BOOKING PLEASE RETURN THE FOLLOWING WITH IN 10 DAYS OF SIGNED AGREEMENT: (1) Copy of this agreement (2) Cash or Money Order Deposit

"Unexpected" overtime due the night of booking in cash. In the event of a cancellation of our services, we are not able to make refunds on booked agreements. Client is responsible for accuracy in payment amounts, and balances due.

EVENT PLANNING INFORMATION

*Note: Your DJ would like to begin setting up **at least two hours prior** to the start of your reception. Please have (2) two skirted tables (8) eight foot wide, (3) three standard chairs and must be located within (15) fifteen feet of an AC outlet.*

Starting time of reception? _____ **Ending time of reception?** _____

What time will guest begin arriving? _____

Bride and Groom expected to arrive at the reception at what time? _____

Host/Hostess, Function Manager, or point of contact for the Reception: _____
Phone: _____

What time will dinner be served? _____

The following is a list of items that may take place at your reception. Please check the items you desire at your reception.

- Receiving Line Dinner/Bufferet Cake Cutting Toast to Bride/Groom
 Bouquet Toss Garter Toss Dollar Dance Other

List songs you would like played for the following:

Would you like the DJ to introduce the Bride and Groom when they arrive? **Yes** or **No**

Bride & Groom Dance _____

Father/Daughter Dance _____

Name of Father of Bride _____

Mother/Son Dance _____

Name of Mother of Groom _____

Parent's Dance _____

Name of Parents _____

Wedding Party Dance _____

MUSIC VARIETY

Preference for music playing as guests are arriving at the reception:

- smooth jazz; easy listening "sophisticated" jazz (This is our recommended format: Frank Sinatra, Ella Fitzgerald, Tony Bennett, combined with some jazz quartet standards, etc.); soft vocals; big band; classical;
 other: _____

Please check the music styles you desire:

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> 60's | <input type="checkbox"/> Country |
| <input type="checkbox"/> Top 40's | <input type="checkbox"/> 50's | <input type="checkbox"/> Contemporary Country |
| <input type="checkbox"/> 00's | <input type="checkbox"/> R&B | <input type="checkbox"/> Polkas |
| <input type="checkbox"/> 90's | <input type="checkbox"/> Alternative | <input type="checkbox"/> Waltzes |
| <input type="checkbox"/> 80's | <input type="checkbox"/> Big Bands | <input type="checkbox"/> Rap |
| <input type="checkbox"/> Jazz | <input type="checkbox"/> Christian | <input type="checkbox"/> Reggae |
| <input type="checkbox"/> 70's | <input type="checkbox"/> Disco | <input type="checkbox"/> Rock-Hair Bands Etc. |

Please add other songs you would like played at your reception.

TITLE AND/OR ARTIST	TITLE AND/OR ARTIST

ICEBREAKER (AUDIENCE PARTICIPATION DANCES)

Please check any of the Icebreaker dances you want performed at your event:

- | | | |
|--|--|---|
| <input type="checkbox"/> Macarena | <input type="checkbox"/> Chicken Dance | <input type="checkbox"/> Electric Slide/Line Dances |
| <input type="checkbox"/> Shout | <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> YMCA |
| <input type="checkbox"/> Twist | <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Disco |
| <input type="checkbox"/> Cupid Shuffle | <input type="checkbox"/> Limbo | <input type="checkbox"/> Cha-Cha Slide |

DVD MEMORY ALBUM PRESENTATION (OPTIONAL)

For an additional price of \$100.00 we can create a DVD Presentation or PowerPoint to play at your event. Includes up to 50 photos (photos, documents or files from your digital camera). Up to 2 songs (you supply CDs or we can provide digital music). A CD containing all your original photos which have been fully restored and saved in an archival quality format.

Note: Pictures to be scanned for presentation, please add an additional \$1.25 per picture.

DISCLOSURE

The client is responsible for providing a "reasonably" secure stage area with easy access. In the event of an abundance of stairs, the client may be obligated to pay an additional fee for personal assistant. The client is responsible for providing (2) two skirted tables (8) eight foot wide, (3) three standard chairs and must be located within (15) fifteen feet of an AC outlet. In the event legal action becomes necessary, the client is liable for all legal fees pertaining to the matters at hand concerning this engagement.

DISCLAIMER

Innovative will not be held responsible for things beyond our control (e.g. transportation complications while enroute to the location such as an accident or divergent traffic conditions). In the event, the location given is INCORRECT; the client will not be compensated. The Disc Jockey will use his/her discretion in determining the site to be safe for setting up the equipment. There should be no chance of water damage, falling objects onto equipment, excessive heat, cold, etc. In order to prevent liability from an accidental injury to any individual attending this performance, Innovative reserves the right to deny any guest access in the sound system, records or equipment owned or leased by the Disc Jockey and / Innovative. In the event any damage to the sound system, records or equipment owned or leased by the Innovative are incurred by the client and / or guest, the client will be held liable for all damages and repairs. In the event the Disc Jockey believes an unsafe situation exist, he/she may call upon the client to remedy the situation. If no action is taken, the Disc Jockey may cease cooperation until the situation is resolved.

PLEASE SIGN AND RETURN ONE COPY

x _____ Date _____

x _____ Date _____

Thank you for your Business!