



Prep Sheet

Contact Information & Event Basics

Please have completed & returned to us 30 days prior to your event! Be advised that by submitting payment for services to Wild Bills DJ Services, Inc. you are bound by the terms and conditions of our general contract, which can be found at: <http://www.wildbillsdjservices.com/generalcontract/>

Event Date: _____ Setup Time: _____

Event Start Time: _____ Event End Time: _____

Ceremony Start Time: _____

Number Of Guests: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Email: Address: _____

Location Name: _____ Location Phone: _____

Location Address: _____ At this location, where will your event be taking place? (room number, name, etc?):

Emergency Contact Name & Phone (On day of event): _____

VIP Information

Brides Name: _____ Groom Name: _____

Married Name: _____

Best Man: _____ Maid Of Honour: _____

Master of Ceremony (MC): _____



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Ceremony Music Information (Please include song name & artist)

Is this event an outdoor event? Yes - No

Is electric power available at the location? Yes - No

Do you require a screen and/or projector? Yes - No

Prelude Music (When guests arriving): _____

Bridesmaids Entrance Song: _____

Processional Music (Bride Entering): _____

Signing Of The Registry Music: _____

Recessional (Bride & Groom Leaving): _____

Reception Music Information (Please include song name & artist)

Cocktail: _____

Entrance: _____

Dinner Music: _____

First Dance: _____

Father/Daughter: _____

Mother/Son: _____

Bridal Party: _____

Cake Cutting: _____

Bouquet: _____



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Section continues on next page...

Reception Music Information (Continued)

Garter: _____

Anniversary Dance (Instead of bouquet/garter): _____

Last Dance: _____

Guaranteed Requests
(Up to 12):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Additional Information

Music Likes
(Genres, specific songs, etc):

Music Dislikes
(Genres, specific songs, etc):



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Section continues on next page...

Additional Information (Continued)

Dinner Style (Buffet, plated, sit-down?): _____

Will a meal be provided for the DJ?: Yes - No

Is the event in Banff or further?: Yes - No

Alberta: Please be advised that if your event is further than Banff (From Calgary), a hotel room will be required for your DJ!

British Columbia: Please be advised that if your event is further than Kimberley (From Invermere), a hotel room will be required for your DJ!



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Administrator Use Only

Pickup Payment: Yes - No

Extra Equipment: _____

Notes: _____

