

Planning Guide

Please read and answer each question on this form. Your responses will assist us in providing you with the best possible service. If there are any special requirements, don't hesitate to list them below. It is our goal to make your day truly special and unique. Please complete both sides of this sheet and we will review it when we get together.

Name	First	Last	Cell Number
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Work Place	Email
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Name	First	Last	Cell Number
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Work Place	Email
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THE WEDDING

Are we participating in the wedding ceremony? _____

If yes, please fill out our Ceremony Itinerary sheet with your Ceremony music selections.

Time of ceremony: _____ Location of wedding: _____

Wedding facility contact: _____ Phone: _____

THE RECEPTION

Beginning time: _____ Our starting time: _____ Approximate ending time: _____

Location of reception: _____

Number of guests: _____ Are there stairs? _____ Time we can set up: _____

Reception facility contact: _____ Phone: _____

WEDDING PARTY INFORMATION

_____ 's Mother: _____ Father: _____

_____ 's Mother: _____ Father: _____

Top Attendant: _____ Top Attendant: _____

ADDITIONAL INFORMATION

Your photographer: _____ Phone: _____

Your videographer: _____ Phone: _____

PLEASE REMEMBER, we need a six or eight foot table provided, preferably skirted with a tablecloth, that is within twenty-five feet of a standard wall outlet. This is important and directly affects our ability to provide you exceptional service. If you have any questions, please feel free to call (425-670-1111) or email us (atr@DJseattle.com).

Thanks!