

Beat Fleet DJs
5561 Jerry Litell Way
Sacramento, Ca 95835

Jorge Begines: 916-826-1408
Chris Almazan: 916-213-7293
www.beatfleetdjs.com

Event Planner

Client Name(s): _____

Contact Number: _____ **Email:** _____

Home Address: _____

City: _____ **State:** _____ **Zip Code:** _____

LOCATION and VENDORS

Type of event (circle one): Wedding Corporate Event Private Party

Event Date: _____ **Start Time:** _____ **End Time:** _____ **Total Hrs:** _____

Venue Name: _____ **Venue Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Venue Contact Name: _____ **Venue Contact Number:** _____

Venue Contact Email: _____

Photo | Videographer Name: _____ **Photo | Videographer Email:** _____

Pastor | Officiant Name: _____

GUEST DEMOGRAPHICS

Amount of guests: _____ **Music Target Age Range** (ex: 25-35 years old): _____

Please select the Package and/or Finishing Touches you purchased and contracted:

Packages:

- Essentials
- Pearl (1 Finishing Touch)
- Silver (2 Finishing Touches)
- Gold (3 Finishing Touches)
- Platinum (All Finishing Touches)
- Diamond (Platinum + Awesome Booth)

Finishing Touches:

Some Finishing Touches come with additional upgrades and specifications. Ask your MC/DJ for details.

- Ceremony Sound Setup
 - Different location
 - Surround Sound (dependent on venue size)
- Wireless DMXperience Uplighting
- Customized Monogram
- Dancing on a Cloud FX

Photobooth:

- Fun Booth (Standard)
- Awesome Booth ("Red Carpet Treatment")

Weddings Only

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Grand Entrance

Wedding Party (Please spell phonetically and indicate the **MOH** and **BM**):

_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____

"Ladies and Gentleman, it is my honor and pleasure to introduce for the 2nd time today, your newlyweds..."

Mr. and Mrs. _____

Traditional Wedding Event Song List

Please complete the request list below. Request list must be received no later than **2 weeks** prior to your event to ensure all requests are being filled. Beat Fleet DJs will not be held responsible for any request not submitted prior to event.

Ceremony Only:	Artist	Title
Processional:		
Bridal March:		
Recessional:		
Other:		

Grand Entrance Songs:	Artist	Title
Parents:		
Flower Girl & Ring Barer:		
Wedding Party:		
Bride & Groom (REQUIRED):		
Other:		

Traditional Dances:	Artist	Title
1 st Dance		
Father/Daughter Dance		
Mother/Son Dance		
Garter Toss		
Bouquet Toss		
Money Dance		
Last Dance		
Other:		

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Thank you for choosing Beat Fleet DJs! We look forward to working with you. Please print these pages for your reference. Below is a checklist and event planner to help you prepare for your upcoming event.

Check List

Please check each item once you have completed it

- ___ Submit your event info online at www.beatfleetdjs.com or give us a call and we will be happy to discuss your event with you. Please consider any additional services at this time (ceremony music/ dinner or social hour music/ wireless microphone / video projector). Beat Fleet DJs will send you a contract highlighting the details of your event.
- ___ Received contract from Beat Fleet DJs.
- ___ Review contract and call us with any questions you may have. Please sign and initial contract and make a copy for your records.
- ___ Send contract and check deposit payable to Beat Fleet DJs.
- ___ Beat Fleet DJs will contact you and confirm the booking upon receipt of your deposit and contract.
- ___ Begin to work on your Event Forms.

The following items should be completed within 30-60 days of your event.

- ___ Event Planner completed.
- ___ Traditional Wedding Event Song List completed (please make a backup copy).
- ___ Contact Beat Fleet DJs to schedule Pre-Event Meeting.
- ___ Come prepared with any further questions you have for your DJ.
- ___ Ensure your DJ pronounces the wedding party correctly.
- ___ Showtime!