

Tim Altbaum, Professional D.J.

Your Source For Professional Disc Jockeys Suited For Any Event

Dear Bride & Groom to be:

Here is a simple list that will help ensure your wedding day will go as smoothly as possible. Please return the signed contract with your deposit immediately, this profile can be returned up to one month prior to your wedding. Please let us know AS SOON AS POSSIBLE if special music will be required. Remember the better you plan, the better your special day will be!

Wedding Date: _____ Number of Guests: _____ Ceremony Time: _____

Reception Time: _____ Reception Location: _____

Bride's Name: _____ Groom's Name: _____

Phone Number(s): (____) _____ Email: _____

Bride's Parents: _____

Groom's Parents: _____

Best Man: _____ Maid (Matron) of Honor: _____

Photographer: _____ Videographer: _____

How do you wish to be Announced: _____

Do you want your Wedding Party / Parents Announced? _____ If yes, include all names IN ORDER on back of this sheet.

ORDER OF EVENTS: Below is a list of typical wedding events. They are arranged in the suggested order for your wedding. Please indicate with numbers the order in which you would like these events to transpire, and write the approximate time of there occurrence beside each. If you DO NOT want an event listed to occur, please put a line through the box. If you have additional events to add, please write them in the space provided, and include them in your numbering.

Cocktail Hour	_____	Wedding Party Dance	_____
Bride & Groom's Arrival	_____	Cake Cutting	_____
Toast	_____	Father/Daughter Dance	_____
Dinner (Sit Down / Buffet)	_____	Money Dance	_____
First Dance	_____	Bouquet & Garter	_____
_____	_____	_____	_____

First Dance Song: _____

Wedding Party Song: _____

Father/Daughter Song: _____

Mother/Son / Any other Special Event Song: _____

If there are any other special songs, events, announcements, or anything else you feel will help the DJ be better prepared for your wedding, please write them on the back of this sheet, or include them on a separate sheet of paper. You may write a list of songs on the back of this sheet or submit your selections online. As far as tipping the DJ, while not mandatory, tipping lets them know they did a good job, and is always appreciated. Contact Tim Altbaum at (619) 227-2408 with any questions. Happy Planning!