Hello.

I have also included:
- event contract (2 copies, one for you to keep, 1 to send back to me)
- "Wedding Worksheet" (3 pages)
- "Getting to know the Bride and Groom" (1 page)
- "Wedding timeline" (2 pages)
- Upgrade pricing sheet

Please send the event contract with your deposit/retainer. As long as I get the Wedding worksheets back at least 2-3 weeks before the wedding everything will be fine. The getting to know the bride and groom helps me to get to know you better before your big day.

Receiving this wedding planning package does not mean the date has been reserved for your wedding. Wedding dates are held for a period of 1 week from initial contact. The contract and a minimum 75$ retainer is required to be returned to reserve the date. The remaining balance is due the day of the reception.

If you have any questions or comments, feel free to contact me:

Jim Stahl – Owner/Operator
Infinity Lights & Sound   2763 40th Avenue
http://www.InfinitySoundDJ.com   Columbus, NE 68601
402-450-2446

INFINITY LIGHTS AND SOUND – MOBILE DJ'S

http:www/InfinitySoundDJ.com   Cell: 402-450-2446

Purchaser (s): _____   Event Date: _____

Address: _____   Phone: _____

_____   Cell: _____

Email: _____   Retainer/Deposit: ___ $75 ___

DJ: Jim Stahl   Estimated Guests _____

Event Name: _____   Range/approximate Age of guests: _____

Event Address: _____

_____

☐ Event is Indoors   ☐ Event is Outdoors

_____

☐ There are Stairs   ☐ There is an elevator

Dance: Start: _____   Select System   Background music: Start: _____
         ☐ - Small party
         End _____   ☐ - Large Party   End: _____
                                       - Emperor's package

Event type: ☐ Wedding   ☐ Holiday party   ☐ Anniversary   ☐ Birthday

☐ Picnic   ☐ Corporate Function   ☐ Fundraiser   ☐ School Dance

☐ Reunion   ☐ Church Event   ☐ Other: _____

Is a meal included for the DJ and the assistant?   YES   NO

At the Event: ☐ Alcohol Present   Security Present

Event Description: _____

_____

Special Requests: _____

_____

_____

On request the DJ fees breakdown may be listed on a price summary page.   DJ Fee: $_____

Infinity Lights and Sound and all employees will be referred to by 'DJ'. Individual(s) covering the DJ fees will be referred to by 'Purchaser'. All individuals present at the event including but not limited to event location staff, invited and uninvited guests will be referred to by 'Event Attendees'.

The use of the wireless microphones is free, however damage to the microphones can result in additional charges. There may be a 100$ damage charge for each handheld wireless microphone & 250$ damage charge for lapel or headset microphone if they are not returned in proper working order AND in the same physical condition as they were loaned out. Additional fees may apply if DJ Company services are required beyond the agreed upon hours stated in the contract. Additional fees may be applied if damage deposit is not enough to cover repair / replacement of damaged equipment.

DJ Company agrees to do their best to cooperate with Purchaser in any manner necessary to make the event successful. DJ agrees to cooperate in full at the event. DJ reserves the right to decline requests that endanger people, equipment or any request that may have legal repercussions. DJ agrees to dress properly for the event, but may dress down for setup and teardown. IF Purchaser changes event time from those 1st agreed on, DJ company MUST be notified in advance, and DJ Company has right to decline new times beyond Midnight.

DJ retains the right to stop music if: self/equipment or someone is threatened or in danger, crowd becomes rowdy, an emergency situation develops, or for another situation that the DJ deems 'necessary.' DJ retains the right to not play chosen songs if they (The DJ) deem the song(s) inappropriate or offensive. In the event that few people are interested in dancing, the DJ is allowed to play whatever music they believe will liven up the event. DJ will not be held liable for accidental playing of 'offensive' music. DJ reserves the right to take a few pictures of the event which may appear on DJ Company website or for use as advertisements. DJ reserves the right not to allow anyone behind the DJ Booth. In the event this contract is modified without DJ Company permission or knowledge, Purchaser may be held in 'breach of contract' and all changes will be disregarded. For weddings, Bride and/or Groom's wishes override any instructions given by the purchaser.

Purchaser is responsible for ensuring the safety of the DJ, any assistants, DJ equipment and the safety of the attendees. Purchaser is responsible for the actions and well-being of the event attendees. Purchaser is responsible for covering damage to event site, DJ equipment or injuries to the DJ, assistants, event staff and event attendees that is NOT the direct fault of the DJ Company. DJ is not responsible in the event of accidental injury to event attendees, onset of motion sickness, sudden onset of medical complications or injuries to event attendees because they are careless. DJ will not be held responsible in the event that some event attendee breaks the law. DJ is not responsible if Event or Dance Location is non-handicap accessible, or does not provide proper electricity capacity. In case of power outage, DJ is not held responsible for downtime.

Purchaser is responsible for arranging that the event location allows ample time for setup before the event and takedown of DJ equipment after the event. (No less than 2 hours, prefer 3 hours). DJ requires 2 outlets on separate breakers. If there are stairs (no ramps/elevator) purchaser will provide setup assistance with heavy equipment. If less time is given for setup/teardown Purchaser will provide a trusted assistant (light lifting only). Purchaser is responsible for any additional/hidden fees the Event Location (or city) charges the DJ. If the event location does not have a ramp and has several stairs, a $100 charge may be added unless the purchaser provides 2 or more assistants to help move equipment in and out of the event building.

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In case the event is canceled, a 2 week notice is required, however the minimum retainer is non-refundable. Refunds may not be granted in full if additional equipment requests are made causing DJ to rent/purchase them. In the event less than 2 weeks notice is given, there may be an additional $100 late notification charge. There may be a $75 charge for change of event date, 1 (one) change of date allowed per event. DJ Company is not liable if they are unavailable for the new date. No refunds if less than 48 hours notice is given and all applicable fees/charges apply. A Cancellation Contract is required for canceling a scheduled event. The date the completed cancellation contract is received by DJ Company is the official date of cancellation. In the unlikely event that the DJ service is unable to make it to the event due to mechanical breakdown or emergency, The DJ will not be held responsible, all fees including retainer will be refunded in a timely manner, and there will be an attempt to find a replacement. If a replacement if found; refunded amount will be redirected for paying the new DJ.

By signing this Contract, You agree to all of the above stated terms of the agreement

DJ Company Rep	Date	Purchaser	Date

Printed Name	Printed Name

Wedding Event Worksheet
INFINITY LIGHTS AND SOUND – MOBILE DJ'S

Bride: _____   Groom: _____

Phone: _____   Phone: _____

Pronunciation: _____   _____

What is the primary type(s) of music you wish for the DJ to play? NOTE: This is just to assist the DJ in selection of songs, and does not limit you to selected types.

☐ Country   ☐ Rock   ☐ R&B   ☐ Christian   ☐ Jazz   ☐ Blues   Pop

☐ Motown   ☐ Alternative   ☐ Techno   ☐ Hip-Hop   ☐ Metal   Classical   ☐ Instrumental

☐ Polka   ☐ 60's   ☐ 70's   ☐ 80's   ☐ 90's   Other: _____

Is this a Traditional Style wedding?   ☐ YES   ☐ NO

    ☐ Cake Cutting Ceremony   ☐ Bride/Groom Dance   ☐ Dollar Dance

    ☐ Bride Garter removal   ☐ Bouquet toss   ☐ Mother & Son Dance

    ☐ Dinner/background music   ☐ Dinner before the Dance   ☐ Father & Daughter Dance

    ☐ Blessing before the meal?   ☐ Wireless microphone at 'Head Table'?

Requested Songs (please provide artist and song whenever possible)

To Play

1 _____   2 _____

3 _____   4 _____

5 _____   6 _____

7 _____   8 _____

9 _____   10 _____

11 _____   12 _____

NOT Play: _____   _____

_____   _____

_____   _____

--------- More on back side ---------

Wedding Event Worksheet
INFINITY LIGHTS AND SOUND – MOBILE DJ'S

Favorite Band(s): 1 _____   2 _____

Bride's preferred music type(s):   _____

Groom's preferred music type(s):   _____

Special Dance Songs
(cross out with large X if not applicable)

Bride/Groom: _____   Wedding Party: _____

Father/Daughter: _____   Stepfather: _____

Mother/Son : _____   Stepmother: _____

Parents Dance: _____   other (_____) _____

Everyone 1st Dance: _____   Last Dance: _____

Special Event Songs

Grand Entrance: _____   Garter Removal: _____

Bouquet Toss: _____   Garter Toss: _____

Garter being auctioned off?   YES   NO

Cake Cutting: _____   (_____) _____

ADDITIONAL WEDDING SETUP INFO

Color Scheme: _____

How do you wish the DJ to dress?   _____
(Tux, Suit, Business Casual)
(unless specified otherwise the DJ will be in a Black Tux with a colored vest)

Lately I have been receiving requests to offer glow items during the dance. Glow items are a great accent to any dance and a great way to make the dance more memorable. I typically only offer them for sale for fundraising events and school activities. However I can offer greatly discounted prepaid 8 inch Bracelets 100 count tubes for $35 per tube. There are 5 different colors of bracelets per tube.

Special Accommodations: _____

_____

_____

Wedding Event Worksheet
INFINITY LIGHTS AND SOUND – MOBILE DJ'S

Wedding party for Grand Enterance

The Pronunciation is to help the DJ to pronounce the names properly at your wedding. Simple names such as Smith or Brown its not necessary but for names commonly mispronounced it's recommended to fill it out.

	First Name Last Name		First Name Last Name
Bride Pronounce		Groom Pronounce	
Maid of Honor Pronounce		Best Man Pronounce	
Bride's Maid Pronounce		Groom's Men Pronounce	
Bride's Maid Pronounce		Groom's Men Pronounce	
Bride's Maid Pronounce		Groom's Men Pronounce	
Bride's Maid Pronounce		Groom's Men Pronounce	
Bride's Maid Pronounce		Groom's Men Pronounce	
Bride's Maid Pronounce		Groom's Men Pronounce	

Flower Girl Pronounce		Flower Girl Pronounce	
Ring Bearer Pronounce		Ring Bearer Pronounce	

NOTES:

_____

_____

_____

_____

_____

Getting to know the Bride and Groom

Please Circle **B** or **G** if the question if it describes: **B**= Bride **G**=Groom
This will help the DJ get to know the Bride and Groom, and who knows, you may also learn a thing or two about each other

Drinks Alcohol Rarely	B ☐ G ☐	Enjoys going on road trips	B ☐ G ☐
Drinks Alcohol Socially	B ☐ G ☐	Knows nothing of Computers	B ☐ G ☐
Drinks Alcohol Regularly	B ☐ G ☐	Knows some about Computers	B ☐ G ☐
Is more of a Night Owl	B ☐ G ☐	Is a Computer Guru	B ☐ G ☐
Is more of an Early Bird	B ☐ G ☐	Knows nothing about Cars	B ☐ G ☐
Consumes Caffeine very rarely	B ☐ G ☐	Knows a few things about Cars	B ☐ G ☐
Consumes Caffeine a few times a week	B ☐ G ☐	Can name just about any Car	B ☐ G ☐
		Does their own Car repairs	B ☐ G ☐
Is addicted to Caffeine	B ☐ G ☐	Changes their own Car's oil	B ☐ G ☐
Tends to be Shy	B ☐ G ☐	Knows nothing about cooking	B ☐ G ☐
Tends to be more Outgoing	B ☐ G ☐	Cooks only if it comes in a box	B ☐ G ☐
Has an Associates	B ☐ G ☐	Is a decent cook	B ☐ G ☐
Has a Bachelors	B ☐ G ☐	Is a gourmet cook	B ☐ G ☐
Has a Masters	B ☐ G ☐	Knows Karate / Martial Arts	B ☐ G ☐
Has a PHD	B ☐ G ☐	Has a Military Background	B ☐ G ☐
Is a Procrastinator	B ☐ G ☐	Has several Opposite Sex friends	B ☐ G ☐
Is Athletic	B ☐ G ☐	Is very Artistic	B ☐ G ☐
Smokes	B ☐ G ☐	Enjoys Mountain Climbing	B ☐ G ☐
Enjoys Gambling in general	B ☐ G ☐	Has gone Skydiving	B ☐ G ☐
Plays Poker	B ☐ G ☐	Has gone Scuba diving	B ☐ G ☐
Not into Sports	B ☐ G ☐	Can't Swim	B ☐ G ☐
Watches some Sports	B ☐ G ☐	Can only swim if they have to	B ☐ G ☐
Watches a LOT of Sports	B ☐ G ☐	Enjoys Swimming	B ☐ G ☐
Enjoys Hunting	B ☐ G ☐	Knows nothing of Video Games	B ☐ G ☐
Enjoys Fishing	B ☐ G ☐	Occasionally Play Video Games	B ☐ G ☐
Enjoys Camping	B ☐ G ☐	Regularly plays Video Games	B ☐ G ☐
Can't Draw	B ☐ G ☐	Participated in sports in school	B ☐ G ☐
Is alright at Drawing	B ☐ G ☐	Rarely watches movies	B ☐ G ☐
Is good at drawing	B ☐ G ☐	Watches movies occasionally	B ☐ G ☐
Doesn't keep up with Technology	B ☐ G ☐	Knows all about Movies	B ☐ G ☐
Has a few Gadgets	B ☐ G ☐	No sense of humor	B ☐ G ☐
Has the newest Gadgets	B ☐ G ☐	Can dish it out, can't take it	B ☐ G ☐
Very light Sleeper	B ☐ G ☐	Decent sense of humor	B ☐ G ☐
Average Sleeper	B ☐ G ☐	Can take a joke about them	B ☐ G ☐
Deep Sleeper	B ☐ G ☐	Is practically (or is) Deaf	B ☐ G ☐
Likely to sleep through an Earthquake	B ☐ G ☐	Poor Hearing	B ☐ G ☐
		Average Hearing	B ☐ G ☐
		Exceptional Hearing	B ☐ G ☐
		Enjoys Shopping	B ☐ G ☐
Pays attention to Details	B ☐ G ☐	Gets along well with Parents	B ☐ G ☐
Tends not to notice new stuff	B ☐ G ☐	Gets along well with new in-laws	B ☐ G ☐

Wedding Event Timeline
INFINITY LIGHTS AND SOUND – MOBILE DJ'S

The following is a list of commonly overlooked things, and a couple of tips to help make sure the evening goes as smoothly as possible

- There is usually (but not always) a blessing before the meal, the pastor or the host couple usually will do this, if they are asked ahead of time.

- Is there someone selected who will release people to go eat, table by table? The host couple often will do this, occasionally the event location can have someone to do this, but if nobody is available, the DJ can do this as well.

- For the garter toss, often times a second garter is used, and the bride puts it on just before the garter removal.

- For the bouquet toss, often times a second bouquet is used, not the bride's actual bouquet. It is sometimes real flowers, but often artificial flowers.

- Usually you can figure about an hour to an hour and a half between the time people start eating, until they are done eating and start getting anxious for the dance to start.

- Often times in order to have the space to be able to seat everyone, there isn't enough space for the dance floor, and some tables need to be moved. This can often result in people leaving early.
    - Often times the head table is actually setup in the middle of the dance floor in order to save on space, and is either torn down or moved somewhere in preparation for the dance.
    - If there was a buffet dinner, moving tables to where the buffet tables were is a great way to make sure people still have a place to sit during the dance
    - Tables that will be torn down and put away, displacing people… It is often a good idea to place a couple of notes on the table to let them know this before they choose that table to sit down at.

- It is not always obvious where the dance floor is going to be or where you will want the DJ to setup. A small table with a note on it saying "DJ" works well in these situations. The best spot for the DJ to setup is right beside the dance floor, or on the stage (if the head table isn't already setup there).

- If there are going to be a lot of children present, a table in the back of the reception hall setup with coloring books, a few games and someone to watch to make sure the children behave.

- I commonly see the gift table sitting there full of gifts well into the dance. While friends and family can usually be trusted, there may be a lot of people coming in and out of the reception hall. Moving the card box (which is often full of money) and the gifts to a more secure location such as a locked vehicle ensures nothing goes missing. Assigning someone ahead of time the job to remind you of this is a great way to make sure you don't forget about it.

--------- More on back side ---------

Jim Stahl	Infinity Lights and Sound
2763 40th Avenue	http://www.InfinitySoundDJ.com
Columbus, NE 68601	cell: 402-450-2446

Wedding Event Timeline

INFINITY LIGHTS AND SOUND – MOBILE DJ'S

The following doesn't have to be exact time-wise. It is intended to act as a rough draft for the timing of the events for the evening. Feel free to make notes or rearrange a few things .

The cake cutting works equally well right before dinner is served (more of a focus of attention, and more people will stand around for pictures) it also works quite well towards the end of dinner, when people are ready for dessert.

The Special dances seem to work best about an hour after dance starts. The DJ will let people know when to expect these, and having them about an hour into the dance often encourages people to stay longer.

Wedding Ceremony start time: _____

Background music starts: _____

Wedding party arrives: _____

_____: _____

Dinner served: _____

Wedding party toasts: _____

Cake Cutting: _____

_____: _____

_____: _____

Dance Starts: _____

       Bride-Groom song
       Father-Daughter Dance
       Mother-Son Dance
       Parents Dance
       Wedding Party Dance

Special event dances: _____

       Boquet Toss
       Garter Toss
       Dollar Dance

End of dance: _____

INFINITY LIGHTS AND SOUND – MOBILE DJ'S

http:www/InfinitySoundDJ.com   Cell: 402-450-2446

Purchaser (s): _____   Event Date: _____

Address: _____   Phone: _____

_____   Cell: _____

Email: _____   Retainer/Deposit: $75

DJ: Jim Stahl   Estimated Guests _____

Event Name: _____   Range/approximate Age of guests: _____

Event Address: _____

_____

	Event is	Event is
	☐ Indoors	☐ Outdoors
	☐ There are Stairs	☐ There is an elevator

_____

Dance: Start: _____   Select System   Background music: Start: _____
                                        ☐ - Small party
         End _____   ☐ - Large Party   End: _____
                                        - Emperor's package

Event type: ☐ Wedding   ☐ Holiday party   ☐ Anniversary   ☐ Birthday

☐ Picnic   ☐ Corporate Function   ☐ Fundraiser   ☐ School Dance

☐ Reunion   ☐ Church Event   ☐ Other: _____

Is a meal included for the DJ and the assistant?   YES   NO

At the Event: ☐ Alcohol Present   ☐ Smoking permitted inside

Event Description: _____

_____

Special Requests: _____

_____

_____

On request the DJ fees breakdown may be listed on a price summary page.   DJ Fee: $_____

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By signing this Contract, You agree to all of the above stated terms of the agreement

_____ _____   _____ _____
DJ Company Rep   Date   Purchaser   Date

_____   _____
Printed Name   Printed Name

This is a list of all the options and upgrades available for each package

OPTIONS	Small/Basic Package	Large Party Package	Emperors Package
Package price	($500)	($700)	($1,000)
Hours of Dance music: Additional - $100/hour	4	5	6
Hours of Background music Additional - $40/hour	2	2	3
Tier 1 Light show	Included	xxx	xxx
Tier 2 Light show	$100 (Tier 1 to Tier 2)	Included	Included
Tier 3 Light show	$200 (Tier 1 to Tier 3)	$100	$100
2 main speakers	Included	xxx	xxx
4 main speakers	$100 (2 mains to 4 mains)	Included	xxx
6 main speakers	$250 (2 mains to 6 mains)	$150	Included
Basic Subwoofer	Included	Included	xxx
Subwoofer Upgrade	$100	$100	Included
Glow Braclets 100 count tube for $35	1 Tube Included	1 Tube Included	2 Tubes Included

Explanation of terms and upgrades

Basic Subwoofer: 750 Watt - 15 inch subwoofer (good - solid bass you can hear)

Subwoofer upgrade: a pair of 1600 watt - 18 inch subwoofers (solid bass you can hear AND feel). Do note that these will not be used at a high volume through the night. As the night goes on, the subwoofers will be turned up.

Glow Braclets: Sold in 100 count tubes, these are paid in advance and handed out to the guests at no charge at the event. Definite crowd pleaser. Kids young and old love glow bracelets! I keep several tubes on hand at all times.

Main Speaker Upgrades: Larger rooms and larger audiences require more speakers so the people beside the speakers won't be blown away so the people in the back of the room can hear. Speakers are placed around the room. For centralized dance floors it may be possible to place a speaker on each corner of the dance floor allowing the whole room to hear the background music and providing a surround sound effect while on the dance floor.

Light Shows: My Tier 1 light show is larger than many DJ's largest light shows, Tier 3 light show is more than enough to illuminate a very large high school gym. The larger the Tier number, the larger the light show.

xxx: Denotes that the package includes an option better than the one that the 3 X's are listed under

Included: Denotes that the package includes that option, there is no additional charge for it