

As your event approaches, please complete and return this form.
Tel: (978) 500-6981 Fax: (413) 653-5035 Mail: 4 Johns Ln, Topsfield, MA 01983
This form is also available online at: www.proformancedj.com/forms.html

Reception to be held at _____ Arrival time (guests) _____

DJ to play from _____ to _____ (Hrs must coincide with your contract) Overtime possible? [] Yes [] No

Is this event a surprise? [] Yes [] No What anniversary? _____ th When will Guests of Honor arrive? _____

Who are the Guests of Honor? _____

Is there a receiving line? [] Yes [] No _____ MC duties by: [] DJ [] Other _____

Family Introductions [] Yes [] No (attach separate page if necessary)

Relation _____ Relation _____

Relation _____ Relation _____

Relation _____ Relation _____

Relation _____ Relation _____

Will there be an Anniversary dance? [] Following Introductions Music _____
(Guests of Honor) [] during dinner by _____
[] after dinner

Will there be a [] Blessing/Grace [] Motzie/Kiddush [] Other? Led by _____

Will there be a toast(s) by [] Yes [] No _____

Are there other Presentations? [] Yes [] No _____

Check any that apply and require DJs attention: [] Centerpieces [] Favors [] Cameras or other novelty _____

Is there a cake Cutting? [] during dinner [] After dinner Music: _____

Are there any other formalities that we should be aware of? _____

Closing - Will there be a closing dance? [] Yes [] No Music _____

By _____