

WEDDING RECEPTION PLANNER PAGE 1

CONTACT INFORMATION Your Name _____ Mailing Address _____ City, State, Zip _____ Home Phone _____ _____	Work Phone _____ Cell Phone _____ Fax _____ Email Address _____ Other _____
RECEPTION LOCATION (VENUE) INFO Venue Name _____ Venue Address _____ City, State, Zip _____ <i>Please provide driving directions to the venue at the bottom.</i> Venue Contact Name _____ Venue Phone _____	Room Name _____ Venue Type _____ <i>banquet facility, hotel, church hall, etc.</i> Venue Setting _____ <i>indoors, outdoors, both</i> Venue Floor _____ <i>on which floor is your event?</i> Parking for DJ _____
RECEPTION INFORMATION Reception Day and Date Day _____ Date _____ DJ Start/End Times Start _____ End _____ Guests begin arriving at what time? _____ Earliest time DJ may begin set up? _____	Number of guests attending the event _____ Age range of guests FROM _____ TO _____ Please circle appropriate guest attire level for the reception: <i>Casual Semiformal Formal Black Tie</i>
Please list all MSM Services Purchased here If uplighting is included in your package please indicate your color preferences _____ _____ _____ _____ _____ _____	OTHER EVENT PROFESSIONALS Name and Contact Info of Wedding Planner/Coordinator: _____ _____ Caterer _____ Photographer _____ Videographer _____ Other _____

- Please answer all questions and fill in all applicable fields. This helps us to make your event 100% perfect.
- We recommend starting your music 30 mins prior to the start of your ceremony. This ensures that your guests will not be arriving in silence. If you need to add time to your schedule to accomplish this contact Music Source Media
- Please confirm your start and end time with your venue before listing it here. If your venue has different start and end times in their contract we will defer to the latest start time and earliest end time on both contracts.