

CONTRACT

**A DJ FOR HIRE** Event Date \_\_\_\_\_ M/D/Y

Mailing address: A DJ FOR HIRE 1008 House Avenue Cheyenne, WY. 82007 email: [adjforhire@msn.com](mailto:adjforhire@msn.com)

This contract must be signed and returned with the required non-refundable retainer noted below. The contract must be received at least thirty (30) days calendar days prior to your event (unless otherwise agreed arrangement). If received in person retain the yellow copy for your records. This document may also be scanned and emailed I will return the document countersigned. Cash, Check, Mastercard and Visa are acceptable. Please confirm all emails and transmission of ALL documents.

Location: **Wild Basin Lodge & Event Center:** 1130 County Rd. 84, Allenspark, CO 80510

Your Name \_\_\_\_\_ Home phone \_\_\_\_\_

Email address \_\_\_\_\_ Cell phone \_\_\_\_\_

Billing address (credit card if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

DJ SET UP TIME \_\_\_\_\_ Guest arrival \_\_\_\_\_ Event start time \_\_\_\_\_ End time \_\_\_\_\_

*Please include a copy of the Wild Basin Time line if available*

**Pricing information: Wild Basin Events are all inclusive with all equipment/set-up/mileage/meeting(s)**

Price Quote \$ \_\_\_\_\_ Deposit: **\$300** Balance Due: *one week prior to event* \$ \_\_\_\_\_

Check (check # \_\_\_\_\_)  
(Date of check \_\_\_\_\_)       Cash       Credit Card (Master Card/Visa only)

This contract limits liability, when unanticipated causes result in default of this contract. The liability of the client and A DJ FOR HIRE shall be limited to the deposit paid. A DJ FOR HIRE accepts no liability for damages or injury howsoever caused. A DJ FOR HIRE reserves the right to substitute DJ's as necessary to unforeseen circumstances.

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

A DJ FOR HIRE: \_\_\_\_\_ Date: \_\_\_\_\_

Master Card/Visa card number \_\_\_\_\_

Expiration date on card \_\_\_\_\_ CVS # \_\_\_\_\_ (3 digit number on your card)

Billing address is same as mailing address.      **Yes No**      Will the above card be the same one charged for balance? (if no continue below)

Appropriate card # \_\_\_\_\_ EXP Date \_\_\_\_\_ CVS # \_\_\_\_\_

Billing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CREDIT DEBIT CARD

# RECEPTION PLANNER

Please include the Wild Basin Planner/timeline with Reception Planner

Event Date: \_\_\_\_\_ Your Name \_\_\_\_\_

Circle  
Upstairs  
Downstairs  
Both


YES NO Would you like to be introduced? Upstairs – Downstairs (circle one)

If yes how would you like to be introduced: \_\_\_\_\_

YES NO Would you like to introduce your wedding party?

In order: please indicate pronunciation in ( ) Entrance song \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____



1 Please use a check mark to indicate those toasting and in what order

2

Parents (Step) Bride

Parents (step) Groom

_____	_____
_____	_____

Yes No Prayer/speech before the meal? Who? \_\_\_\_\_

Yes No Champaign toast? Who will toast? \_\_\_\_\_ (those not check marked)

Yes No Will OR can others toast?

Special observances: Anniversary – Birthdays – events/or departure event

Yes No Cake Cutting?

Yes No Bouquet Toss?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes No Garter?

First Dance \_\_\_\_\_

**Special needs**

Father – Daughter \_\_\_\_\_

Yes No Do you need a projector?  
Projector & screen only/your computer

Mother – Son \_\_\_\_\_

Circle one  
Location needed: Upstairs – Downstairs – Bar area

Wedding Party song \_\_\_\_\_

Yes No Money Dance?

Departure song \_\_\_\_\_ ending

# CEREMONY PLANNER

Event date \_\_\_\_\_

Circle appropriate

Your Name \_\_\_\_\_

## Amphitheater

## Meadow

Yes - No Live performance solo or group - Before – Internal - to ceremony  
Yes – No Mics/stands plugins for musical instruments

Please describe requirements/sound/mic(s)? \_\_\_\_\_

### Microphone(s)

Brief description/high winds can cause these devices ineffective – even with proper wind screens. Officiant mics will pick up well the speaker and very softly bride and groom. Microphone and stand will pick up all three if in close proximity of device.

Yes – No Officiant: Lapel mic  
Yes – No Microphone & Stand officiant-bride-groom  
Yes – No Separate for readers – or speakers



The supplied USB is very useful in getting the right orchestration of your wedding ceremony correct. Download your songs, you will receive the device back after the event

*Use the included UBS memory stick for these selections if needed*

Pre-ceremony music (recommend 15 minutes prior to event) **Special notes:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- Keep bottles of water handy and keep hydrated.
- Always grab an umbrella if in doubt, especially if in meadow
- Those who require shade can use the covered areas in both amphitheater and meadow.
- Do a final check for everything one hour before the ceremony – rings - corsages- unity or sand ceremony items.
- After ceremony officiant announce photos/who needs to stay, invite guest back to the lodge

Seating of family song \_\_\_\_\_

This song would normally include the officiant and groom

Bride's maid's song \_\_\_\_\_

Bride processional \_\_\_\_\_

Candle or sand ceremony song \_\_\_\_\_

Officiants last words to cue song \_\_\_\_\_

Recessional song \_\_\_\_\_

After recessional if additional \_\_\_\_\_

# PLAYLIST

EVENT DATE \_\_\_\_\_ Your Name \_\_\_\_\_

## DO NOT PLAY (SPECIFIC SONGS OR GENRE OF MUSIC)



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



We have 100,000 songs in library ready for your event. **FREE USB** included in this packet for your own music, put your particular favorites *especially ceremony song versions of your desired tracks* . Download songs as many as you like, both ceremony/dinner/and reception. I will use it and you'll get to keep the drive after the event as a gift. **Please mail the USB media 2wks before event**

Type or style/artists of music to be played at....

Cocktail \_\_\_\_\_

Dinner \_\_\_\_\_

Artist(s) \_\_\_\_\_

**Like to hear** (if you get a chance) some might play in cocktail or dinner

## MUST PLAY (SONGS THAT WILL BE PLAYED)

### MUST PLAY

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

Special requests: area below

### SECONDARY LIST

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_