



Event Planning Sheet

Please complete this planning sheet at least two weeks before your event to guarantee your event runs smoothly and according to your plans.

mail to: Jenny Glass, 604 Whistler Dr., Arlington, TX, 76006

More information available at www.TexasHarp.com

Your Name _____, Hm Ph ____-____-____, Wk Ph ____-____-____

Your Address _____

Bride & Groom first names _____

EVENT DESCRIPTION

Your DJ will set-up at least one hour prior to start time at no extra charge. Your CDs may be included in the program. Write selections on a post-it stuck to the CD box. Your CDs are delivered and picked up at the event.

Reception [], Party [], Wedding [], Date of Event _____, # of Guests _____, # of hours _____

General Style of Music (oldies, country, R&B, all types, etc.) _____

Location Name _____, Phone ____/____-____

Address _____

Time that Location will be Open for Setup _____, Time your guests will arrive _____

Time for arrival of bride & groom _____, Time of departure of bride & groom _____

DJ's Dress: Tux [], Suit [], Casual [], Dance Floor Lights [] Depart in your car or limo? _____

EVENT FLOW

The following items often occur at receptions and can be announced by your DJ. A wireless microphone is available for guests to make an announcement or toast.

- [] Music for introductions _____
- [] Introduce Wedding Party, (Please list all names and titles on reverse side).
- [] Introduce Bride & Groom as _____
- [] Announce a buffet or dinner is now being served.
- [] Announce cake cutting to _____
- [] Announce a Toast to the Bride & Groom by _____
- [] Announce the Bride & Groom's first Dance to _____
- [] Announce the Bride & Father's Dance to _____
- [] Announce the Mother & Groom's Dance to _____
- [] Announce a special Dance to _____
- [] Announce a Bouquet and/or Garter Toss _____
- [] Announce a Last Dance to _____
- [] Announce your Departure to _____

Call us at 817/469-6709 if you have changes or other selections, we want you to be happy with your event.