



Prep Sheet

Contact Information & Event Basics

Please have completed & returned to us 30 days prior to your event! Be advised that by submitting payment for services to Wild Bills DJ Services, Inc. you are bound by the terms and conditions of our general contract, which can be found at: <http://www.wildbillsdjservices.com/docs/>

Event Date: _____ Setup Time: _____

Event Start Time: _____ Event End Time: _____

Ceremony Start Time: _____ DJ: _____

Number Of Guests: _____ Package Purchased * : _____

Name: _____ Home Phone: _____

Cell Phone: _____ Email: Address: _____

Location Name: _____ Location Phone: _____

Location Address: _____ Location Room Name (If Applicable): _____

Emergency Contact Name & Phone (On day of event): _____

Type of Function: _____

Photo Booth? Yes - No

Photo Booth Start Time: _____ Photo Booth End Time: _____

VIP Information

Brides Name: _____ Groom Name: _____

Married Name: _____

Best Man: _____ Maid Of Honour: _____

Master of Ceremony (MC): _____



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Ceremony Music Information (Please include song name & artist)

Is this event an outdoor event? Yes - No

Is electric power available at the location? Yes - No

Prelude Music (When guests arriving): _____

Bridesmaids Entrance Song: _____

Processional Music (Bride Entering): _____

Signing of The Registry Music: _____

Recessional (Bride & Groom Leaving): _____

Reception Music Information (Please include song name & artist)

Cocktail: _____ Start Time: _____

Entrance: _____ Start Time: _____

Dinner Music: _____ Start Time: _____

First Dance: _____ Start Time: _____

Father/Daughter: _____ Start Time: _____

Mother/Son: _____ Start Time: _____

Bridal Party: _____ Start Time: _____

Cake Cutting: _____ Start Time: _____

Bouquet: _____ Start Time: _____



Prep Sheet

Reception Music Information (Continued)

Garter: _____

Anniversary Dance (Instead of bouquet/garter): _____

Last Dance: _____

Additional Information

Music Likes _____

Music Dislikes _____

Additional Information (Continued)

Dinner Style (Buffet, plated, sit-down?): _____

Will a meal be provided for the DJ?: Yes - No

Is the event in Banff or further?: Yes - No

Alberta: Please be advised that if your event is further than Banff (From Calgary), a hotel room will be required for your DJ.

British Columbia: Please be advised that if your event is located within British Columbia, a hotel room will be required for your DJ.

*** Bill Yorke (Wild Bill) will not be your DJ unless you have purchased the Platinum Package.**

Client Signature: _____

