

Date of Event: _____ / _____ / _____
Ceremony Start Time: _____
Wedding Location: _____

Guests Arrive at the Reception: _____
Reception Location: _____

Finish Time: _____

<u>OUR USE ONLY</u> We Arrive at the Wedding: _____ We Arrive at the Reception: _____ _____ Event Staff: _____ _____ Notes: _____ _____

Elegant Affairs
1745 Bassett Dr., Mankato, MN 56001
Phone: (507) 382-7283 megamattm2@yahoo.com
www.elegantaffairsdj.com

CONTRACTING INFORMATION

HIS
First Name: _____
Last Name: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Email: _____
Shipping Address to be used BEFORE wedding date:

HERS
First Name: _____
Last Name: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Shipping Address to be used AFTER the wedding date:

WEDDING LOCATION

Name of Location: _____
Wedding Location Telephone: _____

Address of Wedding Location: _____

By Landmark (Gas station, hotel, etc.): _____

RECEPTION LOCATION

Name of Location: _____
Reception Location Telephone: _____

Address of Reception Location: _____

By Landmark (Gas station, hotel, etc.): _____

Notes: _____

OUTLINE OF THE EVENING

3 Words: _____
Grand Entrance (circle one)... FORMAL or HIGH ENERGY
First Dance Before Dinner... YES or NO Name of Song _____
Dinner Music... POTPOURRI OF DJ MUSIC or LIVE MUSIC
Clinking Glasses/Kissing... TRADITIONAL or INDIVIDUAL WORDS or HAT or SING SONG
Games... Intelligence Game...YES or NO
Games...“Get Things” game... YES or NO (Use the Balloon Suits...YES or NO)
Slide Show...YES or NO Add live interviews from the event...YES or NO
Father/Daughter Dance...Name of song _____
Mother/Son Dance...Name of song _____OR join Father/Daughter Dance
Specialty Dances (write OK or NO on the line below)
Chicken Dance:_____ Hokey Pokey:_____ Macarena:_____ Polka: _____YMCA: _____
Game...“Backstreet Boys” ...YES or NO
Bouquet Toss with Single Women...YES or NO 2nd Toss for younger girls...YES or NO
Garter Removal...YES or NO (circle: W/TEETH or W/HANDS) (circle: Thrown or Auction or Keep)
Dollar Dance...YES or NO (If yes...circle one: NORMAL FASTER FASTEST)
Battle of the Sexes Game...YES or NO Handcuff Game...YES or NO
End of the Night...SINATRA or SLIP OUT QUIETLY or OTHER_____

BILLING INFORMATION

Note: Full package discount amt reflected in TOTAL below – (\$ _____)

Continuous music and DJ:
Slideshow:
 Scanning
 Slideshow creation & equipment rental
 Add live interviews to slideshow
Hollywood Lighting:
Video:
Travel cost:
Total: _____
Deposit: \$ 100.00
Balance due at event: \$ _____

Disclaimers:
The down payment only confirms your booking and is not refundable. Full payment is due on the night of the event. Payment must be made in the form of cash or checks made payable to “Elegant Affairs”. Mail this completed contract along with your payment to the address shown at the top of the contract.

Elegant Affairs provides this service as entertainment only. We are not responsible for the conduct of any persons or group, with the exception of Elegant Affairs personnel who pledge professional attention and conduct at all times while at your event. We are not responsible for any injuries occurring at your event or the illegal use of any drugs or alcohol by persons attending your event. The contracting party assumes all liabilities due to accident, drug use, alcohol, or injury to anyone attending this event, including malicious damages or injury to Elegant Affairs personnel or equipment.

Elegant Affairs retains the right to cancel any appearance in the event of storm, bad weather, or impassable roads. If conditions on the day of your event make it impossible for us to travel, or if you have to cancel your road show due to the weather or emergency situation, we will work with you to reschedule your road show at a time suitable to both you and us. If a rescheduled date is not possible, Elegant Affairs will refund the total fee excepting the down payment. We will also attempt to notify you or a person in charge at least 2 hours before your event.

Elegant Affairs will bring a wide variety of music. We will attempt to consult with you before your event on music, although we cannot be held responsible for not playing specific requests. We carry a wide assortment of music from oldies to current music, as well as specialty songs such as polkas. Other music is available by request.

Elegant Affairs cannot be held liable for any production problems beyond our control, e.g. bad weather, accidents, poor acoustics/lighting, interference from guests, etc.

Elegant Affairs reserves the right to all media acquired before, during or after the event. By signing this contract the contracting party assumes responsibility for all complaints filed in breach of photo release regulations and bylaws. Elegant Affairs promises prompt delivery of post production media and will produce finalized DVD's on a first-come-first-served basis.

The undersigned is responsible for collection and/or attorney costs incurred in recovery of any unpaid amounts. Further, a collection surcharge of 30%, calculated on all unpaid rental and/or purchase amounts, will be added immediately upon default. Finance charges of 1.5% per month will accrue on all unpaid balances. A \$30 service fee or maximum state allowed fee will be added to all dishonored checks.

Signature: _____ **Date:** _____