

Event date:
(CA)

**Charlie
Apple D.J.**

Contract Attachment #3

Please note: This form must be returned on time!



Official Wedding Planner

Please fill in all applicable spaces and return to
Charlie Apple, D.J.
Box 81745
Pittsburgh, PA 15217
by _____



If you have any questions, please call Charlie at 1-412-734-1146 or eMail him at CARocks177@aol.com

From whom is Charlie to receive the final payment at the event?

If you have not done so already, please write explicit directions (not simply a map) to the facility on the back of this sheet or on a separate piece of paper so that Charlie can get there from Monroeville, Rt. 65, Rt.28, the Parkway East or West, Rt.279, Rt. 79 or the PA Turnpike,

Important: Please write in the space below the START TIME at which Charlie is to begin playing and/or announcing. PLEASE make sure that the time you write here is the SAME as the Start Time on the contract...if not, please contact Charlie immediately!



Cocktail and Dinner

Time:

Remember, Charlie will set up during the one hour prior to the Start Time. If you need him to set up earlier, please call immediately. Remember, a Surcharge of \$50.00 per hour or partial hour will apply.

Charlie's contracted time runs consecutively from the time his voice, music, and/or equipment is/are put into service.



Important

If you wish Charlie to introduce the Wedding Party as it enters the room, his Start Time above and on the contract must be appropriate!

What time is your wedding ceremony? _____

Approximately what time do you expect the Wedding Party to be announced in? _____

Do you want Charlie to do that announcing into the room? __ yes __ no
 Are Parents also to be announced into the room at that time(usually announced first)? _____



-two-
Introduction In:

Generally, when the Wedding Party is announced into the room, they are introduced in the reverse order of the Wedding Party dance (Bride and Groom last introduced into the room, Bride and Groom first to dance). If for some reason you would like to have your introduction into and/or your Wedding Party Dance done in a different manner or at a different time, please explain here:

- At what time is the meal scheduled to begin? _____
- At the meal, will there be a blessing? _____
 If so, by whom? _____
- Will the blessing be before or after the toast? _____
- Charlie Apple _____ is or _____ is not invited to eat.

Background Music is very Important!

Please note that unless instructed otherwise, Charlie plays the background music during cocktails and dinner at a low enough volume so that your guests can talk with each other.

•Are there any special instructions for cocktail music?

•Are there any special instructions for dinner music?

The Cake:

Please check with your caterer before answering the following two questions:

Generally, if the cake will be served as dessert, it is best to wait until it has been served to all the guests before beginning the Wedding Party Dance; or, if you choose, hold the serving of the cake until after the Wedding Party Dance. Some couples are having the cake-cutting ceremony right after they enter the room.

1. At what point will the wedding cake be cut? _____
2. Will the cake be served for dessert? _____



Charlie will work closely with your caterer, host(ess), photographer, and/or videographer during the reception for the scheduling of the Wedding Party Dance. By most traditions, no one else should dance until the Wedding Party has done so. We will keep close check with you as the reception develops to determine the best moment to begin.

In order not to delay the start of the wedding party dance, please plan to visit guests' tables (if you wish to) immediately after you finish eating.

The Wedding Party Dance:
A Special Song for the Bride & Groom:



by _____

_____ **Special Song or Songs for the rest of the Wedding Party:**

by _____

_____ by _____

_____ by _____

-three-

1. The order in which the Wedding Party is announced to the dance floor should be exactly the reverse of the announcement into the reception!

2. PLEASE write all the names of the wedding party members **exactly** as you want them announced.



3. Some couples have a toast from both the Best Man and from the Maid/Matron of Honor/Best Woman.

Please circle the names of the person(s) listed in the Wedding Party who will be giving a Toast!

The Bride and Groom: _____

(please use the exact words that you wish used as Charlie announces the bride & groom.)

Maid of Honor: _____

Matron of Honor: _____

Best Woman: _____



Best Man: _____

Bridesmaids: _____

Ushers/Escorts: _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

Junior or Honorary Bridesmaid: _____

_____ escorted by _____

Flower Girl: _____ Ring Bearer: _____

Parents of the Groom: _____

OR:

Father of the Groom: _____ escorted by _____

Mother of the Groom: _____ escorted by _____

Parents of the Bride: _____

OR:

Father of the Bride: _____ escorted by _____

Mother of the Bride: _____ escorted by _____

Are there any **special ending ceremonies** or **activities** that you wish for the Wedding Party Dance? _____

(if not, Charlie will invite your other guests to join the Wedding Party on the dance floor at the end of the formal Wedding Party dancing for a few romantic songs.)

The Evening's Entertainment continues:

Dancing:

As the Wedding Party dancing ends, Charlie will play up-tempo music. He will take requests from your guests and selections from the list of music that you submit with this Wedding Planner. Appropriate fast, slow, and group dances will depend somewhat on the guests' response.

-four-

Special Ceremonies & Events:

(The times of these events will be coordinated with your photographer and/or videographer in consultation with the Bride and Groom.)

Will there be a tossing of the bouquet? yes _____ no _____

Will there be a tossing of the garter? yes _____ no _____

_____ Choice of song for the removal of the garter:

_____ *The Stripper*

_____ *Legs (Z.Z. Top)*

_____ Other (please specify: _____)

(Will the tossing of the bouquet _____ or the garter _____ be restricted to adults 18 & above?)

Will there be a "bridal dance" (AKA "Contribution Dance" "Money Dance")?

yes _____ no _____

With only the bride? _____

With the bride and groom? _____

+ If you elected to have a "Money Dance," do you want the traditional **Wedding Polka** played throughout the dancing? yes _____ no _____

If "No," is there any special song or songs you would like included?

Are there any special ceremonies or traditions that are to be observed throughout the "Money Dance" or at the end of the "Money Dance?"

(If you do NOT indicate anything special in the section immediately above, Charlie will play an appropriate selection of romantic ballads!)

Many couples choose to have a special dance with parents using specially selected music at the end of the "Money Dance." Some couples who are not having a "Money Dance" like to schedule a parents' dance elsewhere in the evening. Please place any instructions concerning parents' dances below:

Very important:

If you are having a "Money Dance," PLEASE, before your wedding day, be sure to inform the host(ess) at the hall that you will need the traditional shot glasses & liquid refreshment for the "Money Dance." Remember, you will also need a "money collection bag" for your maid/matron of honor

Music!

Please list any special songs, types of music, artists that you would like Charlie to be sure to play during the festivities. (Charlie has an extensive library, but all libraries are limited! In addition, the guests at every party also make requests, which will add to your listing.) As a result, it is likely that not every song you list below will be played. Please place a STAR next to songs that are absolutely essential! In the event that Charlie has trouble locating a "STARRED Song," he will contact you so that a solution can be worked out!

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Always take into consideration the variety of guests who will be attending your reception in making music suggestions. You'll want to make sure that all your guests have fun. Charlie will have lots of additional music along to take care of any last minute requests from you or your guests!

Song Title: _____

Artist (if known): _____

(Please use additional paper for more suggestions if needed!)



_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

+ Charlie has a limited amount of Ethnic Music; is there any particular ethnic music you would like to have at your reception?

+ If you have any C.D.'s of either Ethnic Music or any other special selections that may not be available in Charlie's vast library, please take the C.D.'s to the reception, and he will be glad to include these in your program.

The End of a Perfect Day:

Are there any special Family or Ethnic procedure during or near the end of your reception, not covered in the information above, of which Charlie should be aware?

Finally, is there any special music or instructions to be followed as the Bride and Groom leave?

Name and phone number of the person who filled out this form:

Date completed: _____ eMail address: _____@_____

Name and phone number of contact person at venue: _____