

After Hours Sweet Sixteen Music Form

Live Music &
DJ Entertainment
+ Photo Booths

2392 OCEAN AVE RONKONKOMA NY 11779 • WWW.AFTERHOURSENT.COM PHIL@AFTERHOURSENT.COM
OPEN 11AM-11PM DAILY • OFFICE: 631-736-2921 • TEXT/CALL: 516-381-0904 • FAX: 631-206-9144

ALL PHOTOS, SONG LIST, ARTWORK, PROOFS, & BRIDAL LINE UP FORMS MUST BE SENT IN 2 MONTHS
PRIOR TO YOUR EVENT, OR YOU WILL BE SUBJECT TO A \$200.00 LATE CHARGE - No Exceptions!
\$100. CHARGE FOR ANY MUSIC SONG CHANGES THE WEEK OF YOUR EVENT - No Exceptions!

EVENT DATE: _____

BIRTHDAY GIRL'S NAME: _____ PARENT'S NAMES: _____

CELL NUMBER: ____ - ____ - ____ CELL NUMBER: ____ - ____ - ____

CELL NUMBER: ____ - ____ - ____

PLEASE SUPPLY TWO EMAIL ADDRESSES

EMAIL: _____ EMAIL: _____

SWEET 16/QUINCEAÑERA INFORMATION

DATE: _____ VENUE: _____ ROOM NAME: _____

LOCATION: _____ PHONE NUMBER: ____ - ____ - ____

VENUE CONTACT PERSON: _____ EMAIL: _____

NUMBER OF GUESTS: _____

COCKTAIL HR. ☐ YES ☐ NO TIME _____ TO _____ ROOM NAME _____

RECEPTION ☐ YES ☐ NO TIME _____ TO _____ ROOM NAME _____

VENDOR INFORMATION

NAME OF CONTENT COMPANY: _____ NAME OF CONTENT CREATOR: _____

NAME OF VIDEO COMPANY: _____ NAME OF YOUR VIDEOGRAPHER: _____

NAME OF PHOTOGRAPHY COMPANY: _____ NAME OF YOUR PHOTOGRAPHER: _____

NAME OF MAITRE D AT VENUE: _____ NAME OF PARTY PLANNER: _____

MUST READ PRIOR TO YOUR SPECIAL EVENT

We will email you the PDF music files to fill out and please send back to our office 2 months prior to your event, please check your spam or junk mail for our files and you can download them from our website as well. You may fill all the forms out electronically or print them and do by hand in black ink and please print only. You can scan all the forms back to us using the cam scanner app on your phone or a computer scanner and please no photo screen shots at all. Only use our forms and if you wish to make up a play list or songs you want to hear, only do in a word doc and fill in our forms only. You may send us any spotify, youtube, apple play, audio MP3 files and or links. Do not type in links on our song docs and you may copy and paste any links onto a word doc or in the body of the email when you send us back our music forms. If you have a musician or a singer performing a song during the ceremony or recep they need to email us the youtube link and or MP3 file 1 month before the event if they require the DJ to play that song. Do not use excel files, google links, amazon, iCloud or itune links. If you have MP3 audio files or photos, you may put them on usb drive and bring in with you when you come in for our final appt 1 month prior to your event. If you wish to email them to us, you can upload them for free by going to www.wetransfer.com and type in our email sales@afterhoursent.com and include your event date and name then send in 1 month prior. You can also send the usb drive by snail mail to our office 2392 OCEAN AVE RONKONKOMA NY 11779 and put your name and event date on everything and please make sure we do not need to sign for the package. there will be a \$200 late fee added to your contract if we do not receive all your materials 2 months prior to your event date.- Please email us two months before to arrange a date for you to come in for your final meeting to go over the details of your event. If an appointment is set up, and you cancel or are a no-show, there will be a \$100 charge added to your contract.

- Let our office know ONE MONTH PRIOR if we need to send your venue our insurance certificate.
- Please let us know if meal arrangements have been made for our DJs, MCs, musicians, photo booth, photographer, and staff. Please contact our office to find out how many staff members will be needed for your event.
- Please provide us with a phone number and email address of your wedding planner and catering hall contact person ASAP.
- When making your seating arrangements, please make sure you put the older guests away from the DJ and put all younger people near us.
- Tell catering hall they need not set up a stage for us.
- Notify us if you have a guest vocalist or musician that would like to perform with us ASAP. They will need to supply MP3 audio file if singing with our DJ. If they are playing an instrument, they will need to supply and bring their own gear and equipment. Please have them contact us directly 2 months before your event.
- If you supply your own handouts (foam glow tubes etc.), Please be sure to open all the packages and take them out of their packing and plastic and drop off at your catering hall.
- There will be a \$50.00 charge per song for our string musicians to learn for your ceremony or cocktail if not on our master song list.
- Our Snack Truck comes with our own company logo 9x12 bags with our name on it. If you wish to supply your own plastic or paper bags with handles with your name and event date. You can get them on your own and drop them off at our office 1 MONTH BEFORE THE EVENT or give them to us the night of your event.

DO NOT SEND THIS PAGE BACK TO OUR OFFICE.

URGENT INFORMATION: MUST FILL OUT

PHOTO & VIDEO

- What time will your photo/video team be staying until? _____

SPECIAL STATIONS & EXTRAS

- Will you have a cigar bar?
☐ Yes ☐ No
- Are you providing a basket of flip-flops or socks for guests?
☐ Yes ☐ No
- Are you providing any handouts such as foam glow sticks, tubes, or similar items?
(If so, please unwrap them, place them in a box or basket, and drop them off at your venue.)
☐ Yes ☐ No
- Are you planning a T-shirt toss?
☐ Yes ☐ No

INTERACTIVE ELEMENTS

- Will there be an audio guest book phone in the lobby?
☐ Yes ☐ No
- Will you have a Polaroid camera station?
☐ Yes ☐ No

FOOD & EXIT ITEMS

- Are you doing a food-exit or “to-go” station as guests leave your venue?

If so, what will be offered? _____

- ☐ Yes ☐ No

PHOTO SETUPS

- Will you have a photo backdrop, flower wall, or photo booth provided by another vendor?
☐ Yes ☐ No

FAVORS

- Are you providing favors on the tables or by the door for guests as they leave?
☐ Yes ☐ No

OUTSIDE PERFORMERS

- Will you have any outside musicians, singers, belly dancers, or entertainers not booked through us?
(If so, they must bring their own gear. Please have them contact our office ASAP if they require anything. We will let you know if a fee applies for any assistance or equipment transport.)
☐ Yes ☐ No

TRANSPORTATION

- Will shuttle buses be arriving for guest pickup? If so, what time? _____
☐ Yes ☐ No

AFTER PARTY

- Are you hosting an after-party? If so, where will it be and what time? _____
☐ Yes ☐ No

COURT LINE UP FORM

BIRTHDAY GIRL'S NAME: _____

EVENT DATE: _____

NAME OF SONG FOR COURT INTRODUCTIONS:

SONG TITLE: _____ ARTIST: _____

INCLUDE PARENTS, FRIENDS, AND ANYONE ELSE YOU WANT TO BE INTRODUCED INTO THE PARTY.

LIST FIRST NAMES ONLY IN ORDER OF WALKING IN.

FIRST NAMES ONLY

NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____
NAME: _____	ESCORTED BY (NAME): _____

INTRODUCTION OF BIRTHDAY GIRL

BIRTHDAY GIRL'S NAME: _____

SONG _____ ARTIST: _____

CROWN CEREMONY: ☐ YES ☐ NO

BY (NAME): _____

SHOE CEREMONY: ☐ YES ☐ NO

BY (NAME): _____

DOLL CEREMONY: ☐ YES ☐ NO

BY (NAME): _____

TOAST/SPEECH: ☐ YES ☐ NO

BY (NAME): _____

CENTERPIECE GIVEAWAY: ☐ YES ☐ NO

FATHER/DAUGHTER DANCE? ☐ YES ☐ NO

SONG: _____ ARTIST: _____

PLAY WHOLE SONG? ☐ YES ☐ NO

CANDLE LIGHTING FORM

BIRTHDAY GIRL'S NAME: _____

EVENT DATE: _____

SONG TITLE	ARTIST	NAME OF GUEST
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____

(GOOD LUCK OR MEMORY) _____

DO YOU WANT SONG PLAYED IN BACKGROUND AS YOU TALK? ☐ YES ☐ NO

WE WILL PLAY EACH SONG FOR A SHORT TIME AFTER EACH CANDLE.

SONG REQUESTS

BIRTHDAY GIRL'S NAME: _____

EVENT DATE: _____

[illegible]**FAVORITE ARTISTS/ BANDS**

DO NOT PLAY LIST

[illegible][illegible]

DANCE/ MUSIC GENRE CHOICES

BIRTHDAY GIRL'S NAME: _____

EVENT DATE: _____

LINE DANCES

- | | | | |
|-------------------------------------|--|---|---|
| ☐ JERUSALEMA | ☐ MISSISSIPPI SLIDE | ☐ CHA CHA SLIDE | ☐ CUPID SHUFFLE |
| ☐ Y.M.C.A. | ☐ CONGA-LINE | ☐ WHOBLE | ☐ LIMBO |
| ☐ MACARENA | ☐ JUMP ON IT | ☐ ELECTRIC SLIDE | ☐ COTTON EYE JOE |

ETHNIC MUSIC

- | | | | |
|--|-------------------------------------|---------------------------------|--------------------------------|
| ☐ ITALIAN/ TARANTELLA | ☐ PORTUGUESE | ☐ POLISH | ☐ GREEK |
| ☐ JEWISH/ HORA | ☐ SPANISH | ☐ IRISH | ☐ LATIN |

MUSICAL STYLES

- | | | | |
|----------------------------------|-----------------------------------|---------------------------------|------------------------------------|
| ☐ CHA CHA | ☐ FOX TROT | ☐ CUMBIA | ☐ SWING |
| ☐ POLKA | ☐ MERENGUE | ☐ SOCA | ☐ REGGAETON |
| ☐ RHUMBA | ☐ MAMBO | ☐ SALSA | ☐ BACHATA |

MUSICAL ERAS

- | | | | |
|--|---|---------------------------------------|-------------------------------------|
| ☐ 40'S BIG BAND | ☐ 80'S DANCE MUSIC | ☐ CLASSIC ROCK | ☐ REGGETON |
| ☐ PUNK | ☐ EDM | ☐ 50'S DOO WOP | ☐ 90'S DANCE |
| ☐ TECHNO | ☐ HIP HOP | ☐ ROCK | ☐ HOUSE |
| ☐ 60'S | ☐ MOTOWN | ☐ COUNTRY | ☐ REGGAE |
| ☐ FREESTYLE | ☐ TOP 40 | ☐ 70'S DISCO | ☐ CLUB |
| ☐ RAP | ☐ SKA | ☐ SOCA | ☐ THROWBACKS |

WHAT SIRIUS XM CHANNELS DO YOU LIKE? _____

WHAT RADIO STATIONS DO YOU LIKE? _____

VIDEO MONTAGE

****ONLY FILL OUT THIS FORM IF YOU HAVE THE VIDEO MONTAGE AND TV SCREEN PACKAGE ON YOUR CONTRACT. PLEASE DOUBLE CHECK YOUR DJ CONTRACT IF NOT SURE.****

ARE WE PROVIDING VIDEO MONTAGE AND TV SCREEN PACKAGE?
(IF YES, FILL OUT THE FORM BELOW)

☐ YES

☐ NO

PHOTO INSTRUCTIONS FOR YOUR VIDEO MONTAGE

BIRTHDAY GIRL'S NAME: _____

DATE: _____

- SELECT YOUR DIGITAL FILE PICTURES ON YOUR COMPUTER. START WITH BABY PHOTOS OF THE BIRTHDAY GIRL, AND THEN PICTURES OF GROWING UP. NUMBER THE PHOTOS 1-50 ON THE BOTTOM OF THE FILE.
- PICK 3 SONGS FOR THE GROWING UP PICTURES, PLEASE GIVE US THE SONG TITLE AND ARTIST. .

BIRTHDAY GIRL OR BOY GROWING UP

SONG _____ ARTIST: _____

SONG _____ ARTIST: _____

SONG _____ ARTIST: _____

TIPS AND INSTRUCTIONS

- ARRANGE DIGITAL PICTURES ON YOUR COMPUTER, THEN NUMBER THEM IN ORDER ON YOUR OWN AND PUT IN A FOLDER. YOU MAY SEND IN TO US ON A USB FLASH DRIVE.

PLEASE SEND YOUR USB FLASH DRIVE TO:

AFTER HOURS MUSIC

2392 OCEAN AVE.

RONKONKOMA, N.Y. 11779

- BE SURE TO PUT YOUR NAME AND PARTY DATE ON EVERYTHING. GO TO POST OFFICE AND SEND OUT WITH TRACKING. PLEASE BE SURE TO PUT ON IT NO SIGNATURE REQUIRED SO WE DON'T HAVE TO SIGN FOR IT.
- IF YOU ARE GOOD WITH A COMPUTER, PLEASE PUT ALL PHOTOS ALONG WITH THE AUDIO MP3 SONG FILES INTO A FOLDER.
- GO TO WWW.WETRANSFER.COM AND UPLOAD THE PICTURES AND MP3 FILES AND SEND TO: PHIL@AFTERHOURSSENT.COM. PUT YOUR NAME AND EVENT DATE AND PHONE NUMBER IN THE EMAIL. THIS IS A FREE SERVICE AND A FASTER WAY TO SEND OVER THE PICTURES AND SONGS.
- YOU MAY BRING THE USB DRIVE WITH YOUR PHOTOS TO OUR OFFICE WHEN YOU COME IN FOR FINALS.