

After Hours Wedding Music Form

Live Music &
DJ Entertainment
+ Photo Booths

2392 OCEAN AVE RONKONKOMA NY 11779 • WWW.AFTERHOURSSENT.COM PHIL@AFTERHOURSSENT.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!

MUST FILL OUT

WEDDING DATE: _____

BRIDE & GROOM'S FIRST NAME: _____

BRIDE'S NAME: _____

GROOM'S NAME: _____

BRIDE'S NUMBER: ____ - ____ - ____

GROOM'S NUMBER: ____ - ____ - ____

PLEASE PROVIDE TWO EMAILS

EMAIL: _____

EMAIL: _____

VENUE NAME: _____

CONTACT PERSON _____

PHONE NUMBER: ____ - ____ - ____

EMAIL ADDRESS: _____

NUMBER OF GUESTS: _____

CEREMONY ☐ YES ☐ NO

TIME _____ TO _____

ROOM NAME _____

COCKTAIL HR. ☐ YES ☐ NO

TIME _____ TO _____

ROOM NAME _____

RECEPTION ☐ YES ☐ NO

TIME _____ TO _____

ROOM NAME _____

AFTER PARTY ☐ 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 WEDDING PLANNER: _____

NAME OF OFFICIANT PERFORMING CEREMONY: _____

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.

MUSIC GUIDE FOR FORMALITIES AND PLAYLIST

CEREMONY

Please complete the ceremony form with the songs you'd like to hear, including the song title and artist or band name.

When submitting your selections, please include YouTube links in a Word document or in the body of your email when you send the forms back.

Kindly do not paste any links directly on the ceremony form.

COCKTAIL HOUR

Please create a list of songs, singers, bands, or artists you'd like to hear during the cocktail hour.

You can type your list in a Word document and send it back along with your song forms, or include YouTube or Spotify links in the body of your email when you return the music forms.

We'll use your selections to create a custom playlist that plays continuously throughout the cocktail hour.

RECEPTION

For the introductions, you may choose one or two songs for the parents, individual songs for each bridal party couple, or one song for all the bridesmaids and another for the groomsmen. You can also select one song for the entire bridal party to enter together—whatever fits your vibe best!

Please choose fun, high-energy, and upbeat songs for this portion. (No slow songs, please!)

Please copy and paste the links for these songs—including your first dance, parent dances, cake cutting, and any additional dances (such as an extra parent or child dance, bouquet dedication, or table/photo dash song)—into a Word document or in the body of your email when sending your forms back.

Kindly do not include any links directly on the song forms.

Below is an example of the order of events to help you plan your timeline and allow for more dance time during your celebration.

- Introductions into the ballroom
- First dance
- Parent dances
- Sit and get dinner orders
- Blessing and/or speeches/toast
- Dance til dinner
- Dinner
- Cake cutting
- Bouquet/Garter (optional)
- Dance until the end – non-stop

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

CEREMONY MUSIC PROGRAM

WEDDING DATE: _____

BRIDE & GROOM'S NAME: _____

LOCATION OF CEREMONY: _____

CHURCH / TEMPLE PHONE NUMBER: (IF APPLICABLE): _____

PROCESSIONAL

SONG: _____

ARTIST: _____

BRIDES ENTRANCE

SONG: _____

ARTIST: _____

CANDLE LIGHTING, SAND CEREMONY, OR ROSE SONG ☐ YES

☐ NO

SONG: _____

ARTIST: _____

BREAKING OF GLASS (JEWISH CEREMONY ONLY) ☐ YES

☐ NO

SIMAN TOV SONG WILL BE USED

RECESSIONAL FOR BRIDE & GROOM:

SONG: _____

ARTIST: _____

DOES OFFICIANT REQUIRE A SOUND SYSTEM? ☐ YES

☐ NO

• \$100.00 CHARGE TO SUPPLY MIC AND SOUND SYSTEM FOR OFFICIANT
(ASK YOUR CATERING HALL OR OFFICIANT IF THEY SUPPLY ONE)

• THERE WILL BE A \$50.00 CHARGE PER SONG FOR STRINGS TO LEARN IF NOT ON OUR SONG LIST

AFTER HOURS WILL SUPPLY THE FOLLOWING FOR YOUR CEREMONY: (PLEASE CHECK ONE)

☐ IPOD MUSIC

☐ STRINGS

☐ STEEL DRUMMER

☐ KEYBOARDIST

NAME OF OFFICIANT PERFORMING CEREMONY: _____

PHONE NUMBER; ____ - ____ - _____

BRIDAL LINE UP FORM

WEDDING DATE: _____ VENUE: _____ COUPLE'S FIRST NAMES: _____

INTRODUCTION TO PARENTS SONG: _____ ARTIST: _____

INTRODUCTION TO BRIDAL PARTY SONG: _____ ARTIST: _____

USE FIRST NAMES ONLY!

GRANDPARENTS OF THE BRIDE: _____

GRANDPARENTS OF THE GROOM: _____

PARENTS OF THE BRIDE: _____

PARENTS OF THE GROOM: _____

BRIDESMAIDS

FIRST NAMES ONLY

GROOMSMEN

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): _____

FLOWER GIRL: _____ RING BEARER: _____

☐ MAID ☐ MATRON OF HONOR : _____ BEST MAN: _____

INTRODUCTION OF BRIDE & GROOM

SONG _____ ARTIST: _____

BRIDE AND GROOM TO BE ANNOUNCED AS: _____

FIRST DANCE

SONG _____ ARTIST: _____

GUESTS CALLED IN DURING YOUR FIRST DANCE? ☐ YES ☐ NO

☐ AT 30 SECS. ☐ AT ONE MINUTE ☐ AT MINUTE AND HALF ☐ AT TWO MINUTES

BLESSING / PRAYER GIVEN BY: _____

TOAST/ SPEECH GIVEN BY: _____

PHOTO/TABLE DASH ☐ YES ☐ NO SONG: _____ ARTIST: _____

BRIDE & DAD DANCE ☐ YES ☐ NO SONG: _____ ARTIST: _____

GROOM & MOM DANCE ☐ YES ☐ NO SONG: _____ ARTIST: _____

CAKE CUTTING CEREMONY ☐ YES ☐ NO SONG: _____ ARTIST: _____

BOUQUET TOSS/ DEDICATION ☐ YES ☐ NO SONG: _____ ARTIST: _____

GARTER REMOVAL & TOSS ☐ YES ☐ NO

GUESTS CAN TAKE TABLE FLOWERS? ☐ YES ☐ NO ☐ JUST ANNOUNCE OR ☐ PLAY A GAME?

LAST SONG OF EVENT TITLE: _____ ARTIST: _____

SONG REQUESTS

WEDDING DATE: _____ **VENUE:** _____ **COUPLE'S FIRST NAMES:** _____

[illegible]

FAVORITE ARTISTS/ BANDS

[illegible]

DO NOT PLAY LIST

[illegible]

DANCE/ MUSIC GENRE CHOICES

WEDDING DATE: _____ VENUE: _____ COUPLE'S FIRST NAMES: _____

LINE DANCES

- | | | | |
|-------------------------------------|--|---|---|
| ☐ JERUSALEMA | ☐ MISSISSIPPI SLIDE | ☐ CHA CHA SLIDE | ☐ CUPID SHUFFLE |
| ☐ Y.M.C.A. | ☐ CONGA-LINE | ☐ WHOBBLE | ☐ 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

WEDDING DATE: _____

VENUE NAME: _____

BRIDE & GROOM'S FIRST NAMES: _____

****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?

☐ YES

☐ NO

(IF YES, FILL OUT THE FORM BELOW)

PHOTO INSTRUCTIONS FOR YOUR VIDEO MONTAGE

BRIDE'S NAME: _____

GROOM'S NAME: _____

DATE: _____

- SELECT DIGITAL FILE PHOTOS ON YOUR COMPUTER.
- START WITH BABY PHOTOS OF THE BRIDE GROWING UP, FOLLOWED BY THE GROOM, AND THEN PICTURES OF BOTH OF YOU
- DATING, RIGHT THROUGH THE ENGAGEMENT.
- NUMBER THE JPEGs 1-50 ON THE BOTTOM OF THE FILE.
- PICK 3 SONGS FOR THE GROWING UP PHOTOS AND DATING PHOTOS. COPY AND PASTE THE YOUTUBE SONG LINKS YOU WISH TO USE FOR THE SONGS BELOW.

FOR BRIDE

SONG _____ ARTIST: _____

FOR GROOM

SONG _____ ARTIST: _____

BRIDE & GROOM DATING

SONG _____ ARTIST: _____

FOR THE PARENT DANCE CLIPS:

- 10 PHOTOS OF BRIDE AND FATHER ALONE AND 10 PHOTOS FOR GROOM AND MOTHER ALONE. NUMBER PHOTOS IN ORDER.
- NUMBER THE PHOTOS 1-10.
- ARRANGE DIGITAL PHOTOS OR SCAN THEM ON YOUR COMPUTER, THEN NUMBER THEM IN ORDER ON YOUR OWN AND PUT IN FOLDERS. YOU MAY SEND IN TO US ON A FLASH DRIVE OR BRING TO YOUR FINAL APPOINTMENT.

PLEASE SEND 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: SALES@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.