



Regarding: *Entertainment for your event*



Dear Client,

Thank you for considering Party Music in the planning of your wedding reception.

Our aim at Party Music is to work with you towards an enjoyable and successful experience. We hope to accomplish this by supplying you a high quality service not only at your event, but also through the entire planning process leading up to your special day.

During our 25+ years in the entertainment industry we have found that most clients prefer an experience that is as simple and as non-time consuming as possible. For that reason we have supplied you a selection of easy to read and use options in this pack. If by chance you wish us to supply you more information and detail than is included in this pack please do not hesitate to contact us and we will send you all the information and detail you need.

Included in this pack is information that will assist us in ensuring your big day runs smoothly. We understand that planning your event involves hundreds of details (many of which are far more important than worrying about a Dj), below we have listed each form with a rating next to it. The list and ratings will help you in identifying which details are essential in helping us ensure everything runs smoothly with your Dj, and which details are helpful (but not essential) if you have time.

Included in this pack:

- | | |
|---|-----------|
| • Party Music Request for Quote / Booking Form | Essential |
| • MC Running Sheet (only if Party Music Dj is Mc-ing you event) | Essential |
| • Special Requests Form | Helpful |
| • Equipment and Services Page - so you know what to expect | Helpful |
| • Music List Suggestions | Helpful |

* Party Music Dj's number one priority is to play YOUR choice of music! Making selections from our music list will assist the Dj at the event, but please do not feel pressured to select hundred of songs or plan every musical minute for the whole event, unless you want to. Your Dj will be trained and experienced in communicating with you and your guests to supply appropriate music, at a suitable volume, at the right time. "Your Music" at the right time!

Thanks again for considering Party Music and good luck with your big day.

We look forward to working with you soon!

Cheers,

The Party Music Team

Party Music

"SUPPLYING HIGH QUALITY & EXPERIENCED DJS SINCE 1979"

P: 1300 955 344 F: 03 9015 6491 W: partymusic.com.au E: info@partymusic.com.au
P.O Box 555 Chadstone Centre, Chadstone, Vic 3148



Bridal Industry Profile

Party Music is a dynamic, award winning entertainment company in the Bridal Industry. A Party Music booking for your wedding brings with it over 25 years of experience in event management, supplying music entertainment to both large and small functions.

Party Music is the preferred supplier of many Premier Bridal venues such as Nine Darling Street, Quat Quatta, Sheraton Towers, Park Hyatt Hotel, Morning Star Estate Winery, The Windsor Hotel, Royce Hotel, Rydges Hotel, Grand Hyatt Hotel, Duxton Hotel, Chapter House, Werribee Mansion, Royal Botanical Gardens, Rippon Lea Estate, Regent Theatre Plaza Ballroom, The International of Brighton, Butleigh Wooton, Sumac, Atlantic Warf, Rivers Plaza, Zinc Federation Square, Melbourne Aquarium.



Party Music caters to your individual needs, whether that be supplying to a formal black tie dinner at a 5 star hotel or a casual afternoon BBQ in the park. We understand that each event needs its own unique approach to make those special memories that last forever.

**Experience does make the difference..... so don't trust your big day to just anyone.
"Go with the proven package!"**



Annual Bridal Industry Awards (ABIA)

"Best Victorian DJ Company."

Winner or Finalist in the 1999, 2000, 2001, 2002, 2003, & 2004

Party Music was nominated an outstanding 6 years in a row.

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Booking Form

*** There are 3 ways to request a quote or book your Dj:

1. Fill in this form and fax it to 03 9015 6491
2. Email these details to office@partymusic.com.au
3. Call the Party Music Office on 1300 955 344

(Please tick a box) Make Booking Quote Only

The details we need to book or quote your event are as follows:

First Name _____ Surname _____

Function Date _____ Function Type _____

Venue Name and Address _____

_____ Venue Ph: _____

Your Address _____

Mobile Number _____ BH Phone _____

Email Address _____ AH Phone _____

How many guests are you expecting? _____ Quoted Price = \$ _____

What time does your event start _____ and finish _____

How did you find out about Party Music? _____

What is the best method and time to contact you

Mail Email Phone BH Phone AH Mobile

Any other details you wish to tell us. _____

Signature of person agreeing to pay the above mentioned fee: _____

- Deposits are non-refundable.

- Deposits can be transferred to another comparable date within 30 days of the original booking date. Total fee due may vary on a transferred booking

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MC Running Sheet (Page 1 of 3)

OFFICE USE ONLY

Contract Number:

Employer:

Emergency Contact:

Reception of: _____

MC start time: _____

MC finish time: _____

Do you require the Dj to MC your event: YES / NO

If NO - Who is your MC: _____

Ceremony at same Venue YES / NO

If NO—What is the name and address of the venue

(For our records only): _____

Speeches after main course: YES / NO If NO, when: _____

Bridal Waltz after speeches: YES / NO If NO, when: _____

Farewell Circle: YES / NO

Parents to be announced: YES / NO

Bride's parents names: _____

Grooms parents names: _____

Notes for MC/DJ:

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MC Running Sheet (Page 2 of 3)

BRIDAL PARTY

Bridal party to be announce in order of where they stand in ceremony

Page Boy: _____	Flower girl: _____
Page Boy: _____	Flower girl: _____
Groomsman: _____	Brides maid: _____
Groomsman: _____	Brides maid: _____
Groomsman: _____	Brides maid: _____
Groomsman: _____	Brides maid: _____
Best - Man : _____	Matron of Honour: _____
Groom : _____	Brides : _____

Is the bride taking the grooms family name: YES / NO

Is Grace being said: YES / NO If YES, by who: _____

SPEECHES

(The MC will introduce the first speaker)

Who would you like to introduce each subsequent speaker:

- MC to introduce all
 Each speaker to introduce the next

Speakers Name (in order)	Relationship to Bride and Groom
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Are Telegrams being read: YES / NO If YES, by who: _____

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MC Running Sheet (Page 3 of 3)

FORMALITIES

Entry of the bride and groom song (optional): _____

Cutting of the cake song (optional): _____

Bridal Waltz: _____

You can list below up to 3 songs to follow the bridal waltz:

Follow Song 1: _____

Follow Song 2: _____

Follow Song 3: _____

Do you want to dance the bridal waltz on your own: YES / NO

Please list any special songs you wish to hear played at particular times:

Please list any specific songs that you DO NOT want to hear played at your event:

Notes for MC/DJ:

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Special Selections

Please detail any special requirements and requests you have in the below space and return this page to the Party Music office at least 7 days before your event.

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Party Music

Call or email the Party Music office to receive a quote on this package at your selected venue.

Wedding Package

Dj Console with mixer and cd console
 Pair 350watt amplified speakers
 Lighting stand
 Microphone (On a 5 meter lead)
 Up to 4 lighting units matched to the look of the venue
 Your selection of music played for 5 hours
 Dj will make basic announcements
 Client to supply MC (if required)
 Cost for additional time after 5 hours = \$50 per half hour



Optional Extra Services



MC Services

An effective & experienced MC can ensure your event runs smoothly and professionally.

\$95.00
(for your DJ to MC)

\$55.00

Strobe Light

Great to add additional effects to your event. Effective in darker rooms. (Aggressive effect)



Cordless Microphone

Allows more freedom to conduct speeches anywhere in the venue and aids an MC to provide a higher quality service

\$85.00

\$55.00

Smoke Machine

Adds an extra effect to the venue and increases the visual appeal of other lighting. (Aggressive effect)



Extra Interactive Lighting

Additional lighting can make a tremendous effect to the atmosphere in a larger venue.

\$25.00
(Each)

\$55.00
(Each)

Mirror Ball

Add that special twinkle and touch of class to any room. (Soft effect)



Additional Sound

In most cases additional sound is not needed. Extra sound can be useful in very large venues, high ceiling venues, & outdoors.

\$80.00
(Each)

\$45.00

UV Tube Lighting

UV tubes make white items glow in the venue when the room is dark. (Soft effect)



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Equipment Setup

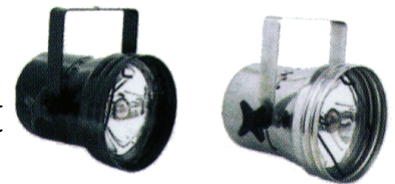
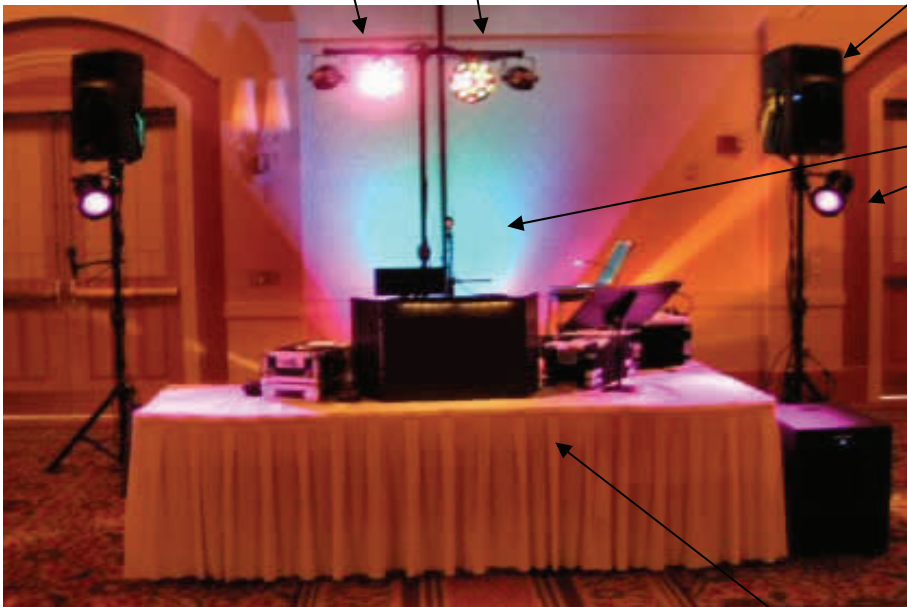
LIGHTING

Professional interactive lighting system matched to the look and feel of the venue. Multi colored lightings system will change and move in beat with the music.



SPEAKERS PAIR

Professional 200-350watt self amplified speaker. Each speaker has its own amplifier and power source which provides increased reliability. Capable of supplying crowd of up to 250 guests.



COLORED SPOTS

These colored spots provide coloring to areas of the dance-floor or function room. The spots are especially effective in coloring sections of the venue around the Dj and dance-floor (see picture). Being a "Soft" lighting effect this type of light is often more effective and non-interfering during such times as speeches or bridal waltz dances.

DJ CONSOLE

The Dj console is made up of professional twin CD players, a sound mixer, headphones, and a microphone.

The Dj console is the area from which the entire sound and lighting system is controlled. For this reason, Party Music uses modern, proven, and reliable brands of equipment.



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