



Garry Robertson Music

"Entertaining Canadians Since 1967"
Affiliated with DJHOTLINE

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PACKAGE BOOKED:

The standard package booked by the Edmonton Petroleum Club is a customized package designed specifically for the Edmonton Petroleum Club.

The package includes:

Pro DJ Sound system for up to 200 people, Early Set-up of equipment, a 4 Hour dance, Professional DJ

EQUIPMENT

The Sound equipment that we bring to the Edmonton Petroleum Club is all professional DJ equipment that consists of nothing less than 2 (two) CD Players, 1 (one) DJ Mixing Board, 1 (one) Wired Microphone, 1 (one) Amplifier, 2 (two) Speakers.

Our sound system is compatible and suitable for up to 200 people. If your function is larger then please call the office as a larger system will be required and an additional charge may apply.

Please Note. Our sound system is set-up solely for the purpose of DJ'ing. We do not come equipped for instruments, vocalists, comedians, etc. We do carry simple RCA cables for power point presentations etc but additional time must be booked in advance if you require the presentation before the scheduled start time of 9pm. We also do not carry cassette decks. If you require additional set-up, or require the use of our sound system for slide shows, singers etc, please notify the office at least 2 weeks prior to your function. An additional charge may apply.

PLAYING TIME:

Please note that we are contracted at the Edmonton Petroleum Club to play the following times:

Early Set-up Of equipment – completed before the arrival of your guests.

Dance – 9:00-1:00am (4 Hours max)

Please note that our sound system is NOT available for your use without the DJ being present. If you do wish to have the use of our sound systems then an additional charge will apply.

Any additional time will be subject to additional charges

OPTIONAL ADD-ONS

You may wish to add on the following to your package:

***up up 3.5 hrs for DJ's Time/Background Music/Use of Sound System** prior dance & during cocktails/dinner/speeches. (You may require the services of our DJ prior to the dance portion of the evening. Use this time for grand entrance song, background music during cocktail & dinner, music for your PowerPoint presentation, slide show etc) - \$150 plus gst

***Small Light Show** (just enough to create a nice dance floor atmosphere) - \$125.00 plus gst

You may book these additional services separately or save and combine them all for an additional \$225.00 plus gst (Package would then include background music, use of DJ & Sound system during cocktails, dinner, small light show – this is equivalent to our Premium Package as described on our website at www.djhotline.net – (Edmonton Petroleum Club clients get a preferred rate)

Additional Dance Music/Time - \$150 per hour

REQUESTING A CERTAIN DJ - Price is Dependant on DJ Requested. Package includes ***Background Music** or **Use of DJ** or **Sound System** during cocktails & dinner. (You may require the services of our DJ throughout your cocktail, dinner hour for background music, music for your PowerPoint presentation, slide show or grand entrance etc) & a ***Small Light Show** (just enough to create a nice dance floor atmosphere)



QUESTIONNAIRE

The following questionnaire is for informational purposes for the DJ only. Any additional time or services required must be requested from the office ahead of time and any additional charges will be added to your invoice with the Edmonton Petroleum Club.

Please only complete the relevant sections of the questionnaire and return back to our office at least one week prior to your event date.

WEDDING RECEPTION PLANNER

GENERAL INFORMATION

Date of Function: _____

Name of Bride: _____ Name of Groom: _____

Brides Phone Number _____ Grooms Phone Number _____

Emergency Contact number or cell phone: _____

CONFIRMATION OF RECEPTION LOCATION:

Location: Edmonton Petroleum Club

Room Name _____

Name of Reception Facility Contact Person: Ilario Re

Phone Number of Contact: 474-3411 Fax Number : N/A

When will the guests start arriving in the room where we will be set up? _____

As every DJ has different set ups and require different amount of times for set up, the actual setup time cannot always be determined ahead of time. As we play at the Edmonton Petroleum Club on a regular basis, the DJ's will make the appropriate arrangements for setup. We cannot always guarantee that your DJ will be there at this particular time but we will guarantee that your DJ will be set up and ready to go before the start-time indicated on the contract.



Please complete the Cocktail & Dinner Section ONLY if you have contracted or booked a DJ in advance to be available during this time

COCKTAILS & DINNER

The Edmonton Petroleum Club can pipe through your background Music during your cocktail & dinner hours through their in-house system, they also supply their clients with the use of a PA system for any speeches that you may have. Our DJ's and any part of the sound systems are therefore NOT available during this time unless it is booked in advance through the office. Please note that an additional charge will apply.

COCKTAIL HOUR

What time have you scheduled the Cocktail Hour to Start? _____

Do you have a Master of Ceremonies? YES NO

Name of MC: _____

Do you wish to have the DJ or MC to announce Bridal Party into the reception? MC DJ

At approx what time will the Bridal Party arrive? _____

PLEASE NOTE: If the DJ is announcing bridal party please attach a list of their names, in order of entrance along with the pronunciation of any awkward names

Do you have a specific Entrance Song that you would like the DJ to play for your entrance into the hall?

YES NO

Title of song/Artist: _____

DINNER

What time have you scheduled Dinner to be served? _____

Do you wish the DJ to announce the tables eating order? YES NO

If yes, how would you like this done? _____

Will the Centrepieces on the guests tables be given away during the evening YES NO

If Yes, Will you require the DJ or MC to perform this duty: _____

Do you have a game or activity planned for the giveaways? YES NO

Details of game/activity _____



PLEASE NOTE: The majority of the time a DJ is at your Venue for approx 1-2 hours before your event starts setting up equipment and performing sound checks etc. If your event is a 7hr or longer package then generally the DJ is working for at least 9 or 10 hours without a break. This is much longer than most normal workdays. Even though it is not a requirement in the contract, due to the length of time that the DJ is at your event, the gesture of a meal is greatly appreciated. If you are planning a sit down meal, Seating can be as simple as the DJ sitting up at his DJ equipment table if space prohibits a spot at a table. If you are planning a buffet, the DJ will not enter the buffet line until after the guests.

Will you provide a meal for the DJ? YES NO

CAKE CUTTING

Are you having a cake cutting? YES NO

What time are you having your cake-cutting? _____

Are there any Special instructions for this? _____

OTHER

Are you having a presentation line or other family tradition during the evening? YES NO

If yes, at what time would you like this? _____

Are there any other duties you would like the DJ to perform? YES NO

If yes, please explain _____

Are you having a PowerPoint or slideshow? YES NO

If yes what time? _____

Please note that if you have not booked extra time as per Page 1 then the DJ & sound system will NOT be available for your use or for hooking in the sound for your slideshow until after 9pm Please do not share plug-ins or un-plug the sound system at any time unless DJ is present.



Please complete the following

THE DANCE

YOUR GUESTS:

Please list the number of guests that fit into each of the following categories:

Under 20's _____ 20's _____ 30's _____ 40's _____ 50's _____ 60's _____ Over 60's _____

STYLE OF DJ

All of DJHOTLINE DJ's have the experience and ability to bring the party to the dance floor. They do so in their own unique style which we encourage.

What style of DJ would you prefer at your event? i.e.: **Reserved**- just play the music type DJ, **Semi-interactive**-make announcements, song dedications etc, **Interactive** – DJ's own style, play line dances, crowd participation dances etc.

MUSIC & REQUESTS

The key to a successful event is flexibility. We strongly recommend you allow your DJ to incorporate a good mix of all categories of music throughout the evening in order to appeal to all.

If you have any comments on the musical preferences please note them below.

Do you have any ethnic or regional background that may require specific music? (Italian, Portuguese, Ukrainian etc) Is so, please list titles and artists of the requested songs. You are of course welcome & encouraged to bring your own cd's.

REQUESTS

Our music selection is one of our top priorities and one of the best in the business. Our extensive music library covers a 60 year period of all types of music with something for everybody. Your guests are likely to include a wide range of different backgrounds, ages and musical preferences and will no doubt have some requests throughout the evening. We welcome requests from you and your guests and at the DJ's discretion will play as many requests that he/she deems suitable/appropriate for your event.

For a successful party, music must be tailored to your group or occasion. Our DJ's pride themselves on their ability to read the crowd and keep them dancing all night long while filtering in requests that he has received from the guests or yourself throughout the evening.



SPECIAL REQUESTS

As a general "rule of thumb", your evening will start with the traditional first dance – This is usually reserved for the Bride & the Groom. The second dance is usually reserved for the Bridal Party and Parents of the Bride & the Groom, the Third Dance is an invitation to everyone to join the bride & groom on the dance floor.

FIRST DANCE: _____

The First Dance is usually reserved just for the Bride & Groom, however if you would like to have additional guest join in, please inform us.

People Dancing to First Dance _____

SECOND DANCE: _____

People dancing to 2nd Dance: _____

THIRD DANCE: _____

People Dancing to 3rd Dance: _____

OPTIONAL: 4th Dance: _____

People Dancing to 4th Dance: _____

We usually suggest having the father/daughter dance approx 1 hour into the dance.

Would you like a special dance or song played for the Bride and her Father / the Groom & his Mother? YES NO

REQUESTED SONG FOR BRIDE/FATHER _____

People Dancing to Bride/Father Dance: _____

REQUESTED SONG FOR GROOM/MOTHER (if different) _____

People Dancing to Bride/Father Dance: _____

Are there any other special occasions ie: wedding, birthdays etc. that you would like announced during the evening?

Would you like to have a request played for the special occasion(s)? YES NO

Requested Song _____



BOUQUET & GARTER TOSS

Our suggestion for the Bouquet/Garter toss time is usually right after late lunch. After the lull in the evening that the late lunch may bring, the tossing of the bouquet and garter generally gets the party going again.

Do you wish to have the throwing of the Bouquet YES NO

Do you wish to have a Garter Toss? YES NO BOTH

At what time during the evening would you like this? _____

Are you having a late lunch? YES NO

if so, at what time will it be served: _____

OTHER

Would you like the DJ to make any other announcements during the evening ie: gift opening, last call etc?

YES NO

PLEASE LIST YOUR ANNOUCEMENTS:

Would you like to have the DJ announce that you leaving? YES NO

Would you like a special song played for your departure? YES NO

If Yes which one _____

If you need any help with the completion of this questionnaire, or music choices etc please call the office or check out our website at: www.djhotline.net.

Please note that the completion of this questionnaire is for informational purposes only and is not to be considered an extension of your original contract. Any additional service or time requested other than stated in the original contract must be approved by the office and additional charges may apply.

**THANK YOU FOR CHOOSING GARRY ROBERTSON MUSIC/ DJHOTLINE
WE LOOK FORWARD TO WORKING WITH YOU!
1-866-DJHOTLINE**

