Event Planner - Wedding Reception

Word document version can be completed on-screen and saved to your computer. PDF version can be printed off and completed by hand.

Return 1 month prior to your Event to:
Address: Corabar Entertainment, 3 The Hook, New Barnet, Hertfordshire, EN5 1LG
Email: discos@corabar.co.uk
Fax: 020 8364 9095

General Information - Wedding Reception			
Booked by:		If not a celebrant, connection to celebrants:	
Bride's Name:		Groom's Name:	
Address:		Email:	
Home Telephone No:		Mobile Telephone No:	
Reception Date:		Reception Times (DJ Start and Finish):	(Start) (End)
Venue Name (inc room or suite name):		Venue Phone No:	
Venue Address (inc post code):			
Contact Name at Venue:		Venue Contact's Email:	
Setting:	☐ FunctionRoom / Suite ☐ Hall ☐ Marquee	Does the venue have a loading area & free car park available for our staff's use:	☐ Yes ☐ No
On what floor is the event taking place:	☐ Ground ☐ First ☐ Second ☐ Higher	Lift:	☐ Yes ☐ No
Please note that at least an hour will be required to set up a basic Mobile Disco. If Architectural Room Lighting is required, access for an additional 2 hours will be needed.			
Earliest time our staff can gain access to set up equipment:		By what time must our staff have completed setting up:	
Guests Arrival Time:		No of Guests Expected (approx):	

Additional Event Information

Any other entertainment during event:	☐ Yes	☐ No	Style of Entertainment:		

So that we can co-ordinate with any other entertainment planned during the event (eg to ensure that our DJ does not play the same songs as any live band) we ask that you let us have their contact details below.

Name of Band / Entertainment Company:		Other entertainment contact name:	
Contact telephone number:		Contact email address:	

You can create a request list for specific songs you would like played at the event by using our online interactive system.

This can be found within the Client Area on our site, but it would greatly assist us in reserving the correct DJ for you if you could let us know if you have a preference on the styles of music you may require for your reception.

Please mark alongside the era / genre if you feel strongly that a particular style of music should / should not be played. If you leave any era / genre blank, we will assume you are happy to leave it to the DJ's discretion.

60s Pop:	☐ Yes	☐ No	70s Pop:	☐ Yes	☐ No
80s Pop:	☐ Yes	☐ No	90s Pop:	☐ Yes	☐ No
00s pop:	☐ Yes	☐ No	Current / Recent Chart:	☐ Yes	☐ No
Ballroom / Strict Tempo:	☐ Yes	☐ No	Big Band:	☐ Yes	☐ No
Country / Folk, etc:	☐ Yes	☐ No	Easy Listening:	☐ Yes	☐ No
Soul, Motown, etc:	☐ Yes	☐ No	Disco:	☐ Yes	☐ No
Glam Rock:	☐ Yes	☐ No	Indie:	☐ Yes	☐ No
Garage:	☐ Yes	☐ No	Old School:	☐ Yes	☐ No
Rock:	☐ Yes	☐ No	Rock 'n' Roll / Rockabilly:	☐ Yes	☐ No
R&B:	☐ Yes	☐ No	Reggae / Ska:	☐ Yes	☐ No
Cheese:	☐ Yes	☐ No	Participation dances (eg Macarena):	☐ Yes	☐ No
Any other styles required (list here):					

Bride & Groom's first dance:			Time First Dance Planned:		
Bride & Father of the Bride Dance:	☐ Yes	☐ No	Song Required for Bride & Father of the Bride Dance:		
Groom & Mother of the Groom dance:	☐ Yes	☐ No	Particular Song Required for Groom & Mother of the Groom dance:		
Any other special dance required (1):			Dedication / Reason (1):		
Any other special dance required (2):			Dedication / Reason (2):		
Any other special dance required (3):			Dedication / Reason (3):		

Additional Event Information (Cont)

Names of other people in the wedding party

Mother of the Bride:	Father of the Bride:
Mother of the Groom:	Father of the Groom:
Best Man:	Maid / Matron of Honour:
Bridesmaid (1):	Bridesmaid (2):
Bridesmaid (3):	Bridesmaid (4):
Other (1) Name:	Role within Wedding Party (1):
Other (2) Name:	Role within Wedding Party (2):
Other (3) Name:	Role within Wedding Party (3):
DJ Attire: ☐ Black Tie ☐ Suit With Tie ☐ Suit Without Tie ☐ Smart Casual ☐ Themed	If Themed chosen, confirm theme:

Please either confirm that your event will have a mix of all ages attending, or mark all those age ranges which apply.

All Ages:	☐ Yes	☐ No			
Aged 15 and under:	☐ Yes	☐ No	Aged 16 to 20:	☐ Yes	☐ No
Aged 21 to 30:	☐ Yes	☐ No	Aged 31 to 40:	☐ Yes	☐ No
Aged 41 to 50:	☐ Yes	☐ No	Aged 51 to 60:	☐ Yes	☐ No
Aged 61 to 70:	☐ Yes	☐ No	Aged 71 and Over:	☐ Yes	☐ No
Would you like a wedding arch at the end of the night / when you leave:	☐ Yes	☐ No	Particular Song Required for Wedding Arch:		
Would you like a wedding circle at the end of the night / when you leave:	☐ Yes	☐ No	Particular Song Required for Wedding Circle:		

Other Relevant Information