



Event Planner - Civil Ceremony

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 - Civil Ceremony

Couple's Names:

Celebrant 1:

Celebrant 2:

Address:

Email:

Home Telephone No:

Mobile Telephone No:

Reception Date:

Reception Times (DJ Start (Start) and Finish): (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
- Ground

On what floor is the event taking place:

- First
- Second
- Higher

Does the venue have a loading area & free car park available for our staff's use: Yes No

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 event.

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: <input type="checkbox"/> Yes <input type="checkbox"/> No	70s Pop: <input type="checkbox"/> Yes <input type="checkbox"/> No
80s Pop: <input type="checkbox"/> Yes <input type="checkbox"/> No	90s Pop: <input type="checkbox"/> Yes <input type="checkbox"/> No
00s pop: <input type="checkbox"/> Yes <input type="checkbox"/> No	Current / Recent Chart: <input type="checkbox"/> Yes <input type="checkbox"/> No
Ballroom / Strict Tempo: <input type="checkbox"/> Yes <input type="checkbox"/> No	Big Band: <input type="checkbox"/> Yes <input type="checkbox"/> No
Country / Folk, etc: <input type="checkbox"/> Yes <input type="checkbox"/> No	Easy Listening: <input type="checkbox"/> Yes <input type="checkbox"/> No
Soul, Motown, etc: <input type="checkbox"/> Yes <input type="checkbox"/> No	Disco: <input type="checkbox"/> Yes <input type="checkbox"/> No
Glam Rock: <input type="checkbox"/> Yes <input type="checkbox"/> No	Indie: <input type="checkbox"/> Yes <input type="checkbox"/> No
Garage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Old School: <input type="checkbox"/> Yes <input type="checkbox"/> No
Rock: <input type="checkbox"/> Yes <input type="checkbox"/> No	Rock 'n' Roll / Rockabilly: <input type="checkbox"/> Yes <input type="checkbox"/> No
R&B: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reggae / Ska: <input type="checkbox"/> Yes <input type="checkbox"/> No
Cheese: <input type="checkbox"/> Yes <input type="checkbox"/> No	Participation dances (eg Macarena): <input type="checkbox"/> Yes <input type="checkbox"/> No

Any other styles required (list here):

First Dance:

Time First Dance Planned:

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

Name (1):	Role within Wedding Party (1):
Name (2):	Role within Wedding Party (2):
Name (3):	Role within Wedding Party (3):
Name (4):	Role within Wedding Party (4):
Name (5):	Role within Wedding Party (5):
Name (6):	Role within Wedding Party (6):

DJ Attire: <ul style="list-style-type: none"> <input type="checkbox"/> Black Tie <input type="checkbox"/> Suit With Tie <input type="checkbox"/> Suit Without Tie <input type="checkbox"/> Smart Casual <input type="checkbox"/> Themed 	If Themed chosen, confirm theme:
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Please either confirm that your event will have a mix of all ages attending, or mark all those age ranges which apply.

All Ages:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Aged 15 and under:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 16 to 20:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 21 to 30:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 31 to 40:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 41 to 50:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 51 to 60:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aged 61 to 70:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aged 71 and Over:	<input type="checkbox"/> Yes	<input type="checkbox"/> 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