



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: <input type="checkbox"/> FunctionRoom / Suite <input type="checkbox"/> Hall <input type="checkbox"/> Marquee	Does the venue have a loading area & free car park available for our staff's use: <input type="checkbox"/> Yes <input type="checkbox"/> No
On what floor is the event taking place: <input type="checkbox"/> Ground <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Higher	Lift: <input type="checkbox"/> Yes <input type="checkbox"/> 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