

**\*\*\* Important statement:** Complete & fax this document to: (951) 302-2428. If email is preferred; scan at highest resolution possible or scan & convert to a "pdf" document (**creates smaller files**) prior to emailing to insure "readability." (**ISP's can compress files making them illegible when sent by email**) \*\*\* Planning documentation is due no later than two weeks prior to event.

**Why is an Agenda/Itinerary important?** It is important to your DJ service to have an accurate and up-to-day schedule since your day's activities and timing may have changed since you met/contracted with us originally. If your start and end times have changed you may be required to pay additional service charge rates in the event that DJ Service arrives too early. If DJ Service arrives too late due to not being informed of changed start times, your event could suffer from DJ arriving too late as well. It is to your benefit to see that your DJ gets an up-to-date Agenda/Itinerary in advance.

## Wedding & Reception **Agenda/Itinerary**

**Rick & Dana Carrigan ~ December 27, 2009**

**3:30** Arrival of guests.

**4:00** Ceremony

**4:20** Pictures & Cocktail Hour

**5:15** Introduction of parents in room/Individual introductions of wedding party

- **Bridal Party Intros & Grand Introduction of Bride & Groom**
  - **Bride & Groom will take microphone to welcome and thank guests.**
- **Champagne toasts by Best Man: Zack Williams, Maid of Honor: Gina Marcelo, Bridesmaid: Lauren Pollard (*may say toast?*), FOB: Ron Turner & FOG: Ken Carrigan, Bride's Uncle: Bob Turner**

**5:30** Blessing by Pastor Gregory McGregory. **Buffet is opened.** (*Easy Cocktail Hour music*)

**6:00** PowerPoint Slide Show.

**6:30** First Dance – The Way You Look Tonight. Wedding party to join.  
Father/Daughter Dance – Because You Loved Me, Ron & Dana only.  
Parents Dance – That's Amore (From engagement party)

**6:45** Open Dancing.

**7:30** Bouquet Toss followed by Bouquet Presentation to Daniela. Garter Removal/Garter Toss.

**7:45** Cake Cutting.

**8:00** Money Dance after general dancing slows a bit (depending upon crowd).

**8:20** Return to general dancing

**10:00** End of reception

These times are approximations only and will be adjusted by A Perfect DJ to fit the mood and flow of the reception.

**DJ:** Dennis J. Barela; *A Perfect DJ* – Office: (866) 691-3068, Cell: (951) 375-1146

**Photographer:** Mark Jacobs – Cell: (800) 555-1212

**Videographer:** Mike Horton, *Jensen Videography* – Office: (877) 555-7878

**Catering:** Carlene, *Sentinel Inn* – (909) 555-1234