



**PROFESSIONAL MOBILE DJ
AND VIDEOGRAPHER**
0400538189



WWW.DJMITCH.COM.AU

D J M I T C H ' S 2 0 1 8 W E D D I N G S B O O K I N G F O R M

for the DJ Wedding Package, Video Packages, P.A Packages and any other extras.

**** PAGE ONE REQUIRED INITIALLY WHEN BOOKING, OTHER PAGES
CAN BE FILLED IN AND UPDATED CLOSER TO YOUR WEDDING ****

Phone Mitch on 0400 538189 Business Name: DJ Mitch's Dance Machine. ABN: 85513241149

WWW.DJMITCH.COM.AU

WWW.GEELONGWEDDINGDJ.COM WWW.GEELONGWEDDINGVIDEO.COM

Emails: click **Reply** then place mouse into column to fill in then
Save document and Attach to email to party@djmitch.com.au

Customer Name	
Couples married names will be	
Mobile Phone Numbers of couple	
Email address	
Wedding date	
Travel Fee (if applicable) See website travel fee list for pricing. No travel fee for areas under 40km of central Geelong.	
Deposit (\$200 minimum) Deposit must be received within 3 business days to confirm your booking.	
Total (including any travel fee and optional extras)	
By completing this booking form you understand and agree to all terms and conditions located on DJ Mitch website. Signature (or type your name for online bookings)	

DJ Mitch's 2018 Wedding Options (minimum booking total \$300)		1st hour	2 hours	3 hours	4 hours	5 hours	6 hours
New pricing and options effective 11/3/2018-31/12/2018.							
DJ WEDDING PACKAGE - reception with DJ Mitch, MCing no extra if required. Minimum 3 hour fee. \$130 p/h. Includes up to 3 wireless microphones and microphone stand, DJ setup, suitable lighting and speakers.		\$390	\$390	\$390	\$520	\$650	\$780
				3.5hr\$455	4.5hr\$585	5.5hr\$715	6.5hr\$845
Pre-Ceremony Video (house/houses getting ready, cars also if enough time)		\$100	\$150				
OR Pre-Ceremony Video with Photos (random and you choose which photos you would like taken) <i>Can be combined with the DJ Wedding Package.</i>		\$150	\$200				
Ceremony Video (from brides car arrival to soon after ceremony is complete) (usually 3 video cameras)		\$300					
OR Ceremony Video with Photos (some random photos included) <i>Full ceremony is videod and edited together from all video camera footage. Can be combined with the DJ Wedding Package.</i>		\$350					
# Photoshoot Video (following your photographer videoeing the fun parts of the photoshoot after the ceremony) # not available if DJ Wedding Package is included.		\$100	\$150				
Reception Video (usually start with 2 video cameras)		\$300	\$300	\$300	\$300	\$300	\$300
OR Reception Video with Photos (some random photos included) <i>All the highlights including 100% of all the speeches. Can be combined with the DJ Wedding Package.</i>		\$350	\$350	\$350	\$350	\$350	\$350
		First hour	2 hours	3 hours	4 hours	5 hours	6 hours
P.A Package - music 30m prior to ceremony through to ~15m after ceremony, includes aisle/signing/end of ceremony special music. Unpowered sites such as gardens included, all setup and controlled by Mitch. Includes Sony wireless microphone and microphone stand, microphone can be used by celebrant.		\$100	\$100				
Customised P.A Package - other options available including music outside for an extended length before the reception.		ask					
Personalised Monogram - projected at the reception venue, most venues are suitable for this.		\$100	\$100	\$100	\$100	\$100	\$100
Projector Package - 100inch projector screen, laptop and bright Sony projector (must be dark enough to use)		\$100	\$100	\$100			
Display Package - 22" widescreen computer monitor and laptop, suitable for bright or dark rooms at the reception.		\$50	\$50	\$50	\$50	\$50	\$50
Uplighting Package - lights around the edge of your reception venue		ask					
Red Carpet Package - Golden Bollards with red velvet ropes and red carpet, many options available, see chart for details		from \$10					
Table hire - with fitted or loose table cloths, several options available		from \$10					
Twin Drink Dispenser - 2 twins available, price listed is for one, you can fill centre tube with ice.		\$50	\$50	\$50	\$50	\$50	\$50
Extra Audio Equipment for singers/musicians you have planned for your reception 6 channel P.A mixer, extra microphones, extra microphone stands, includes any leads required. <i>DJ Wedding Package and many other packages can be combined.</i>		ask					
<i>Note: Travel fee applies if 40km+ from central Geelong as a once off fee to the furthest distance for your booking.</i>							
<i>All video/photo packages the price includes all editing and discs/covers as listed.</i>							
<i>Engagement Parties can be booked with the DJ Party Package \$130 per hour (11/3/2018-31/12/2018) with a minimum 3 hour fee.</i>							

OPTIONS CHOSEN:

note these items not available when you have chosen DJ Wedding Package.
Minimum total for any wedding booking is \$300 with any options available.

** If you are considering any [games for your reception](#) such as (what is commonly known as) [‘the Shoe Game’](#) I have fun common questions already along with specific questions which I would get privately from your bridal party to include. Shoes don’t necessarily need to be used for this game as I can make a hold up sign with the bridal couple’s name on each side instead, other variations of what to hold up can be used instead if preferred. If you are unsure what the ‘Shoe Game’ is, you will find many examples of it on [Youtube](#). Discuss this option if you would like to include it in your reception. I would be fully MC’ing it if you include this though the option of including the best man and maid of honour to ask some of the more specific questions are welcome also. [‘Scavenger Hunt’](#) is another game is has been played at receptions.

Any other important information you need to list:

CEREMONY DETAILS

*** ONLY FILL IN THIS PAGE IF YOU HAVE CHOSEN THE CEREMONY VIDEO PACKAGE AND/OR THE P.A PACKAGE.**

<p>Ceremony start time and location: If times are unknown initially then this can be updated later once your times have been finalised.</p>	
<p>If outside ceremony location and in case of rain, where is the backup ceremony location</p>	
<p>Ceremony - time guests will be arriving (usually 30 minutes before start is popular and this is when background music will start if you have chosen the P.A Package)</p>	(Required for P.A Package only)
<p>Ceremony - planned time for ceremony to begin</p>	
<p>Is there any other important information to be listed such as a musician/singer during the ceremony requiring a cordless microphone and or microphone stand, this is included with the P.A Package if required for no extra OR other important information.</p>	(Required for P.A Package only)
<p>P.A Package any preference on background music (Prelude), I do have popular background music ready, this can be emailed. Usually about 30 minutes of background music as your guests arrive.</p>	(Required for P.A Package only)
<p>P.A Package - Ceremony Aisle Music ('Processional'):</p>	(Required for P.A Package only)
<p>P.A Package - Signing of the register music (list 1st then 2nd song) if no choice then I can play something mellow and suitable.</p>	(Required for P.A Package only)
<p>P.A Package - End of Ceremony music ('Recessional'), played directly after the celebrant has finished. (usually a mix of 3-10 minutes of background music might follow if guests are still at same location)</p>	(Required for P.A Package only)
<p>After Ceremony Options: Music for extended time after ceremony end. P.A Custom Package available for music between ceremony end and nominated time prior to reception start, available only at same venue location. Ask for quote for this customised package.</p>	(Required for P.A Package only)

WEDDING RECEPTION DETAILS

** Reception: Venue & address (and function room name if large venue with multiple function rooms available)	
** Time the reception room opens to guests: (bridal party entrance often within 10-20 minutes afterwards) ** Start Time / Finish Time (if known) <i>Extra time can be added on the night if required.</i> ** REQUIRED INFORMATION FOR ANY PACKAGE CHOSEN	
DO YOU REQUIRE DJ MITCH TO MC? (there is no charge for this) OPTIONS: Yes (for entire reception), Partially (only later on taking over from the family/friend MC), No (have family/friend MCing all night) (Required for DJ Wedding Package only)	
Any special announcements before or during the bridal party entrance, list: (Required for DJ Wedding Package only)	
Special Reception Entrance music (if required) A) one music track for entire bridal party B) OR music track for each couple C) OR one track for initial bridal party then different music track for bridal couple. See "Music Suggestions" website page for ideas. (Required for DJ Wedding Package only)	
PLACE A NUMBER NEXT TO THE ORDER OF ENTRANCE: (Required for DJ Wedding Package only) Names for MC announcement: (parents, other, list if applicable)	
Flower Girls: Page Boys: (other):	
Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)	
Following the next: Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)	
Following the next: Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)	
Following the next: Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)	
(2 nd last) Names for MC announcement: Maid/Matron of Honour (please list which being maid or matron or 'Man of Honour'): Best Man (or 'Best Woman' if applicable)	
(last) Married couple to be announced as:	
Will there be any Pre-Speeches after bridal party entrance conducted by the MC or a guest/family member? (Required for DJ Wedding Package only)	
Any other special arrangements for the night (leave this column blank if no extra arrangements required) * Musician requiring mike stands and microphones * Other (list) There is no charge for extra P.A mixer, stands and extra microphones setup for this if required.	
Entrée served (if applicable) (often 10-20 minutes after bridal entrance)	
Main Meal served (approximate time)	
Main Speeches OPTIONS ** Shortly after main meals have been cleared * Other time (list) If DJ Mitch is MCing then please list if known the order of speeches then ending with bride/groom:	
Cake cutting & music choice (if no music preference then background music would be played) # After bridal party entrance # After main speeches (most popular choice) # Other time (list) (Required for DJ Wedding Package only)	

The most popular order for receptions is: Guests arrive (background music),
 bridal party arrive (entrance music then background music),
 entree then mains (background music), speeches directly followed by cake (cake music if required)
 followed by bridal dance (and 2nd dance if preference) then party music, bouquet and garter later in the night,
 farewell circle about 20 minutes before finishing time.
 This is the most common order but you can choose to have the reception
 in any order you like with or without any options during the reception.

WEDDING RECEPTION DETAILS

*** ONLY FILL IN THIS PAGE IF YOU HAVE CHOSEN THE DJ WEDDING PACKAGE.**

<p>Will there be a Bridal Dance (“bridal waltz”) and what is the music choice for this? Time of Bridal Dance * After bridal party entrance ** After cake cutting (most popular choice) * Other time (list)</p>	
<p>Music choice directly after Bridal Dance (“2nd Dance”) (if any preference, otherwise DJ party mix will begin) (Required for DJ Wedding Package only)</p>	
<p>Other special dances? and music choices: (e.g father/daughter, mother/son dance, other...) Will this be directly after the bridal dance, the 2nd dance or possibly 20-30 minutes after the bridal dance or another time? (Required for DJ Wedding Package only)</p>	
<p>Any other important information for the reception:</p>	
<p>Will there be a bouquet toss? (Any preference on music, otherwise Beyonce – “Single Ladies” will be played)</p>	
<p>Will there be a garter toss? (Any preference on music?) If unsure on these, can be confirmed on the night.</p>	
<p>farewell circle (optional) if unsure then see DJ Mitch at least 30 minutes before the end time of the night, some farewell circles go for up to 20 minutes for large reception numbers, it is important for DJ Mitch to know if there will be a farewell circle so that he can finish on time which is very important if the reception is at a reception venue and finishing time needs to be complied with. Depending on guest numbers 10 to 20 minutes.</p>	
<p>Favourite bands/singers/songs This can be emailed closer to function date if preferred. A small list of your favourite artists or a handful of songs is recommended. A large list is not recommended as it reduces the DJ options to play the best music available on the night to the entire crowd. (Required for DJ Wedding Package only)</p>	
<p>Generally popular music you DON'T want played at all (For wedding receptions – only family friendly music is played. You will NOT hear any metal/hard techno/dubstep or any offensive language music played. Optional if you want music such as the Nutbush. (Required for DJ Wedding Package only)</p>	
<p>Approx. number of guests / age of bridal couple (this helps with music preferences) This can be emailed closer to function date if preferred. (Required for DJ Wedding Package only)</p>	
<p>** Meal for DJ Mitch? Meal can be at the DJ table (preferred), a nearby table is okay only if venue has already set this up anyway.</p>	

VIDEO PACKAGE OPTIONS

Standard (free postage for standard option to bride & groom if required, pickup and local delivery also available)

All video & photo package prices include all editing, discs, covers.

One Bluray disc and one DVD disc with printed photo surface and photo covered twin DVD case included.

If photo option is included then you will also receive the photos on a USB disc.

OPTIONAL: Extra Orders (postage fee required for extra orders sent after main order)	OPTION:	QUANTITY:
<p>Postage applies to some of the extra orders, pickup and local delivery also available. OPTION “A” is DVD disc, printed disc, no covers, DVD case \$5 OPTION “B” is DVD disc with printed disc, outside printed cover, DVD case \$10 OPTION “C” is DVD disc with printed disc, inside & outside printed covers, DVD case \$12 OPTION “D” is BluRay disc, no printed disc, no covers, DVD case \$10 OPTION “E” is BluRay disc with printed disc, outside printed cover, DVD case \$15 OPTION “F” is BluRay disc with printed disc, inside & outside printed covers, DVD case \$17 OPTION “G” is USB memory stick with content required, \$8 OPTION “H” is BluRay & DVD disc with printed discs, inside & outside printed covers in one DVD case \$22</p>		
<p>Are there any packages chosen where you would like to change your DVD disc for a USB stick instead:</p>		

DJ MITCH WEDDING BOOKING FORM – PAGE SIX final page.
(information only, nothing to fill in for this page)

Further information and recommendations please download the
DJ Mitch Wedding Receptions Guide.

www.djmitch.com.au/DJMitchsWeddingReceptionGuide.doc

Websites are interlinked. Information on pricing, packages, music suggestions and more at

WWW.DJMITCH.COM.AU

WWW.GEELONGWEDDINGDJ.COM WWW.GEELONGWEDDINGVIDEO.COM

*** ALL WEDDING BOOKINGS SHOULD BE FINALISED WITH ALL
DETAILS AND PAYMENTS AT LEAST ONE WEEK PRIOR TO THE WEDDING ***

For further information download from website free - *DJ Mitch's Wedding Reception Guide*

*It would be preferred if you come up with some music preferences rather than many hours of requests
as DJ Mitch has a wider knowledge of what music works best with different crowds.*

DJ Mitch has a Working With Children Check, Public Liability Insurance and
Professional Indemnity Insurance, details and copies of these are available at any time upon request.

DJ MITCH – WEDDINGS BOOKING FORM (updated 11/3/2018)

OPTIONAL: Meetings are available in Grovedale if required to discuss any details
or to make any cash payments. There is no charge for meetings.

**** TAKE A LOOK AT THE SPECIALS PAGE ON THE WEBSITE FOR GREAT DEALS ****

INITIAL MINIMUM BOOKING REQUIREMENTS

* **Minimum Page 1 details MUST be completed and sent to DJ Mitch.**

* **Minimum \$200 deposit within 3 business days of booking form received**

Full payment can be made if you prefer.

Invoice and receipts will be sent to the email address you have listed above.

Final details and payment must be finalised no later than 7 days prior to the wedding.

Minor alterations to details are accepted up to 24 hours prior to the wedding.

PAYMENT OPTIONS:

Direct Bank Deposit - Other payment methods on website.

(Please email to party@djmitch.com.au to notify of payment made,
an email will be sent to you once payment has been received.)

Cash or cheque delivery then contact me for Grovedale address.

PayPal is available but definitely not preferred as there is an extra fee of 3% for PayPal payments only.

PREFERRED PAYMENT METHODS – CASH AND DIRECT BANK DEPOSIT.

ACCOUNT NAME **MITCHELL D PILGRIM** BENDIGO BANK BSB NUMBER **633000**

ACCOUNT NUMBER **101801108** Reference ****IMPORTANT**** (use your full name)

ANY CHEQUES TO BE MADE OUT TO: **"MITCHELL PILGRIM"**

Minimum the first page details are to be filled in, the other details can be updated later if required.

Full amount is also accepted. All 100% of payments are instantly refunded if cancellation more than

2 months or more from wedding date, if cancellation within 2 months of wedding date then

\$200 is not refundable, any remainder above this would be refunded within 30 days.

It would be preferable to have remaining payment for wedding receptions paid for no later than

14 days prior to the wedding day, payment at the start of the reception is also available

but only under agreed special circumstances.

If Video Package Discs are required to be posted to the bride and groom, postage is free for the first delivery.

If bride and groom live close by to Grovedale then Video Discs will be personally delivered or can be picked up.