

D J M I T C H ' S 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 within 25km of Geelong city.	
Deposit (Weddings are \$400 minimum deposit) Deposit must be received within 7 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)	

MORE DETAILS ON LAST PAGE	Starting time	Finishing time	Hours	2017/2018	Total \$
Pre-Ceremony Video				\$60 p/h	
Pre-Ceremony Video with Photos				\$100 p/h	
Ceremony Video			first 2 hours	\$450 flat rate	
Ceremony Video with Photos			first 2 hours	\$500 flat rate	
# Photoshoot Video				\$60 p/h	
# Photoshoot Video with Photos				\$80 p/h	
Reception Video				\$80 p/h	
Reception Video with Photos				\$100 p/h	
# Reception Photos				\$80 p/h	
DJ WEDDING PACKAGE				\$130 p/h	
P.A PACKAGE				\$60 p/h	
P.A & MICROPHONE PACKAGE				\$70 p/h	
Customised P.A Package				ask	
Personalised Monogram			first 6 hours	for \$80	
Projector Package			first 4 hours	for \$100	
Display Package			first 6 hours	for \$50	
Uplighting Package			first 6 hours	\$20 per light	
Table Hire					
Any other options not listed on this booking form:					
				Min.total \$500	

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

DJ MITCH WEDDING BOOKING FORM – PAGE TWO

CEREMONY DETAILS

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

Ceremony start time and location: If times are unknown initially then this can be updated later once your times have been finalised.	
If outside ceremony location and in case of rain, where is the backup ceremony location	
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)	(Required for P.A Package only)
Ceremony - planned time for ceremony to begin	
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.	(Required for P.A Package only)
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.	(Required for P.A Package only)
P.A Package - Ceremony Aisle Music ('Processional'):	(Required for P.A Package only)
P.A Package - Signing of the register music (list 1 st then 2 nd song) if no choice then I can play something mellow and suitable.	(Required for P.A Package only)
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)	(Required for P.A Package only)
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.	(Required for P.A Package only)

INITIAL MINIMUM BOOKING REQUIREMENTS

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

* **Minimum \$400 deposit within 7 days of booking form received**

(date is held for you during this 7 days). 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"**

For weddings the minimum deposit is \$400 which must be received within 7 days after sending in the booking form

which 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

30 days or more from wedding date, if cancellation within 30 days of wedding date then

\$400 is not refundable, any remainder above this would be refunded instantly.

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 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.

Any other important information:

WEDDING RECEPTION DETAILS

<p>** Reception: Venue & address (and function room name if large venue with multiple function rooms available)</p>	
<p>** Time the reception room opens to guests: (bridal party entrance often within 10-20 minutes afterwards)</p> <p>** Start Time / Finish Time (if known) <i>Extra time can be added on the night if required.</i></p> <p>** REQUIRED INFORMATION FOR ANY PACKAGE CHOSEN</p>	
<p>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)</p>	
<p>Any special announcements before or during the bridal party entrance, list: (Required for DJ Wedding Package only)</p>	
<p>Special Reception Entrance music (if required)</p> <p>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)</p>	
<p>PLACE A NUMBER NEXT TO THE ORDER OF ENTRANCE: (Required for DJ Wedding Package only)</p> <p>Names for MC announcement: (parents, other, list if applicable)</p>	
<p>Flower Girls: Page Boys: (other):</p>	
<p>Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)</p>	
<p>Following the next: Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)</p>	
<p>Following the next: Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)</p>	
<p>Following the next: Bridesmaid: Groomsman: (Bridesman, Groomswoman or other friends)</p>	
<p>(2nd 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)</p>	
<p>(last) Married couple to be announced as:</p>	
<p>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)</p>	
<p>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.</p>	
<p>Entrée served (if applicable) (often 10-20 minutes after bridal entrance)</p>	
<p>Main Meal served (approximate time)</p>	
<p>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:</p>	
<p>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)</p>	

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, USB sticks (and postage if required).

* **When any photo packages are chosen** you will get a CD with all of the photos in full size resolution with some of the favourites in a smaller version also suitable for Facebook.

CD is full photo printed disc in basic DVD case or you can choose to have this on a USB stick.

(Photos might go on the existing USB stick if you have chosen one for a video package)

** **When one video package is chosen**, you get ONE BLURAY DISC and ONE DVD DISC

in full photo DVD case and cover and photo printed disc. You have the option of having the DVD version on a USB stick instead in MP4 Video format to play on many devices including computers.

*** **When two or three video packages is chosen**, you get TWO BLURAY DISCS and TWO DVD DISCS

in two full photo DVD cases and cover and photo printed discs. One or two of the DVD's can be changed to a DVD version on one or two USB sticks in MP4 Video format.

Optional: Extra Orders (standard postage if ordered after original discs have been posted and for up to 2 DVD cases within Victoria is \$3)
 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

OPTION:

QUANTITY:

Are there any packages chosen where you would like to change your DVD disc for a USB stick instead:

2017/2018 WEDDING OPTIONS - WWW.DJMITCH.COM.AU	# = not available when combined with DJ Wedding Package.	Hours	(Min. 1hr fee) Price Per Hour
Pre-Ceremony Video (house/houses getting ready) (available for most bookings)	available on an hourly rate		\$60 p/h
Pre-Ceremony Video with Photos (house/houses getting ready, you choose which photos you would like taken)	available on an hourly rate		\$100 p/h
Ceremony Video (from cars arrival to just afterwards outside the ceremony location) (usually 3 video cameras)		first 2 hours	\$450 flat rate
Ceremony Video with Photos (some random photos included)		first 2 hours	\$500 flat rate
# Photoshoot Video (following your photographer videoing the fun parts of the photoshoot after the ceremony)	# available on an hourly rate		\$60 p/h
# Photoshoot Video with Photos (some random photos included)	# available on an hourly rate		\$80 p/h
Reception Video (usually 2 video cameras)	available on an hourly rate		\$80 p/h
Reception Video with Photos (some random photos included)	available on an hourly rate		\$100 p/h
# Reception Photos (MANY photos taken at the reception, random and of your choosing, no video)	# available on an hourly rate		\$80 p/h
<i>Extra discs and USB sticks are available for completed video/photo orders.</i>			
DJ WEDDING PACKAGE (reception DJ Mitch, MCing no extra if required, lighting-audio-microphone setup)	DJ package is priced per half hour, minimum 4 hours		\$130 p/h
P.A PACKAGE (music at ceremony, unpowered sites such as gardens included, all setup and controlled by Mitch)	Includes background music prior to ceremony if suitable.		\$60 p/h
P.A & MICROPHONE PACKAGE (music and Sony wireless microphones and microphone stand, all controlled by Mitch)	Includes background music prior to ceremony if suitable.		\$70 p/h
Customised P.A Package - other options available including more speakers for the ceremony or after-ceremony.			ask
Personalised Monogram - projected at the reception venue, most venues are suitable for this.		first 6 hours	for \$80
Projector Package - 100inch projector screen, laptop and bright Sony projector (must be dark enough to use)		first 4 hours	for \$100
Display Package - 22" widescreen computer monitor and laptop, suitable for bright or dark rooms at the reception.		first 6 hours	for \$50
Uplighting Package - lights around the edge of your reception venue		first 6 hours	\$20 per light
All prices include editing, discs, USB sticks, covers relevant to what is described with each package, details on website.			Min. \$500 Fee
Note: Travel fee applies as a once off fee to the furthest distance one way from Geelong CBD, details on website.			Total Fee
DJ Wedding Package and many other packages can be combined.	Note: there are no extra fees for setup / pickup.		

**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 8/12/2017)

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