

CAZZNY Events

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CazzNY.com

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EVENT INFO SHEET

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CLIENT INFORMATION

Bride's Name:

Groom's Name:

Primary Number:

Secondary Number:

Email:

WEDDING INFORMATION

Date & Time:

Venue & Location:

Name of Venue Contact Person:

Number of Guests:

(Please Circle One)

Ceremony: Yes No Time: To: Room/Area:

Cocktail Hr: Yes No Time: To: Room/Area:

Reception: Yes No Time: To: Room/Area:

After Party: Yes No Time: To: Room/Area:

OTHER VENDOR(S) INFORMATION

Name of Photography Company:

Name of Your Photographer:

Name of Video Company:

Name of Your Videographer:

If you are working with an Event Planning, Company/Day-of Coordinator, please complete the following:

Name of Event Planning Company:

Co. Contact Number:

Name(s) of Event Planner:

Co. Email:

MUSIC FINAL TERMS AND CONDITIONS

- All music requests must be listed with the correct song title, spelling, and artist. There is no guarantee that a request will be played if the song is written with an incorrect title or listed without the correct artist. There are many popular songs with the same title and many artists cover the same song with their own version. **CAZZNY EVENTS** reserves the right to play any version of a song if an artist is not specified.
- Following a music final, all changes and/or additions to your music requests must be submitted in writing via email. **CAZZNY EVENTS** will send you an email response confirming all changes were made and your form has been fully updated.
- **CAZZNY EVENTS** does not accept changes and/or additions past your (Music Final Time Block) located on **CAZZNY EVENT's Contract**. We do not accept music changes and/or additional requests that are called in or verbally left on our office voice mail. Again, **CAZZNY EVENTS WILL NOT** accept changes and/or additions to the music and entertainment details on the week of your event. You may make additional requests pertaining to the music and entertainment details during the reception with our entertainment team, however, any and all music requests that were not submitted with the Music Final Time Block are subject to **CAZZNY EVENT's** availability and are not guaranteed.
- **CAZZNY EVENTS** does not allow outside vendors and/or guests to use company equipment for amplification purposes. All performers and/or outside vendors arranged by client must have their own equipment and/or amplification.
- **I have read the above and fully understand CAZZNY EVENT's terms and conditions.**
(Must print full name as it appears on CAZZNY EVENTS contract)

☐ **Bride's Name**

☐ **Groom's Name:**

Welcome out-of-towners

Yes

No

(If Yes, specify Country, State, etc)

BRIDAL PARTY INTRODUCTION

Introduction of Grandparents:

Yes

No

Special Notes:

Bride's Grandparents:

Groom's Grandparents:

Introduction of Parents:

Yes

No

Bride's Parents:

Special Notes:

Groom's Parents:

Special Notes:

INTRODUCTION OF BRIDESMAIDS & GROOMSMEN:

(First Name Only)

Yes

No

Name: Escorted by: Name:

Name: Escorted by: Name:

Name: Escorted by: Name:

Name: Escorted by: Name:

Name: Escorted by: Name:

Name: Escorted by: Name:

Name: Escorted by: Name:

Name: Escorted by: Name:

INTRODUCTION OF JUNIOR BRIDESMAIDS & GROOMSMEN:

Yes

No

Name: Escorted by: Name:

Name: Escorted by: Name:

INTRODUCTION OF FLOWER-GIRL & RING BEARER:

Yes

No

Name: Escorted by: Name:

INTRODUCTION OF MAID OR MATRON OF HONOR & BEST MAN	Yes	No
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Name:	Escorted by:	Name:
Name:	Escorted by:	Name:

INTRODUCTION OF BRIDE & GROOM	Yes	No
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☐ **Mr. & Mrs.**

Special Notes: (CONFIRM GROOMS 1ST NAME)

CEREMONY MUSIC

(Please circle one)

- | | | |
|---|-----------|---|
| <ul style="list-style-type: none"> ▪ Is your Ceremony located at the venue: ▪ Is CAZZNY providing DJ service for the ceremony: ▪ Is CAZZNY providing Live Music services for the ceremony: ▪ Would you like our staff to play traditional music during your ceremony: | Yes No | (If yes) Complete Below:

No (If no complete Below: |
|---|-----------|---|

Traditional Selections Examples

Prelude(Prelude music will play 30 minutes prior to the start of your ceremony)

Song: Classical Wedding Selections Artist: Various Artists

BRIDAL PARTY PROCESSIONAL:

Song: Canon in D Artist: Johann Pachelbel

BRIDAL PARTY PROCESSIONAL:

Song: Bridal Chorus Artist: Richard Wagner

RECESSIONAL MUSIC

Song: Wedding March Artist: Felix Mendelssohn

Non-Traditional Selections Examples

If you selected **(NO)** to the **(Traditional)**, please select ceremony music:

BRIDAL PARTY PROCESSIONAL:

Song: Photograph Artist: Ed Sheeran

BRIDAL PARTY PROCESSIONAL:

Song: Just the Way You are Artist: Bruno Mars

RECESSIONAL MUSIC

Song: Without YouArtist: David Guetta

COCKTAIL HOUR MUSIC

- | | | |
|--|-----|----|
| ▪ Is CAZZNY providing DJ music for the cocktail hour: | Yes | No |
| ▪ Is CAZZNY providing Live Music services for the cocktail hour: | Yes | No |

NOTE: If CAZZNY is providing DJ music for the cocktail hour, now that we do not accept specific requests for this service. CAZZNY's cocktail hour music is preselect by our DJ's and our general repertoire will consist of the following genres: (Standard, Instrumental, JAZZ, Vocal Jazz, Easy Listening)

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- ☐ **Note:** If CAZZNY is providing Live Music services for the cocktail hour, please know that each service has a specific style and general repertoire:
-

Special Notes Below:

INTRODUCTION TO MUSIC

☐ Parents Entrance Song: DJ CHOICE: Yes No (If No) Complete Below:

☐ Song: Artist:

☐ Bridal Party Entrance Song: DJ CHOICE: Yes No (If No) Complete Below:

☐ Song: Artist:

☐ Bride & Groom Entrance: DJ CHOICE: Yes No (If No) Complete Below:

☐ Song: Artist:

☐ Wedding Song/First Dance: DJ CHOICE: Yes No (If No) Complete Below:

☐ Song: Artist:

WOULD YOU PREFER TO MAKE YOUR FIRST DANCE A SOLO DANCE: Yes No (If Yes) Complete Below:

☐ **Second Dance:** DJ CHOICE: Yes No (If No) Complete Below:

☐ Song: Artist:

Note: The above mentioned second dance option is only used if the first dance is a solo dance.

TOASTS, SPEECHES, (BLESSING OF WINE THEN BREAD)

First Toast: Yes No By: _____

Second Toast: Yes No By: _____

Third Toast: Yes No By: _____

Fourth Toast: Yes No By: _____

Fifth Toast: Yes No By: _____

Special Notes: _____

WEDDING ACTIVITIES

Would you like the MC to give away the centerpieces: Yes No

Give away entire centerpiece Flowers only (Stands remain at venue)

☐ Kissing Couples Yes No (If yes, Names)

☐ Anniversary Dance/Longest Married Couple: Yes No (If Yes) Complete Below:

☐ ANNIVERSARY DANCE SONG: DJ CHOICE: Yes NO (If no) Complete Below:

☐ Song: Artist:

☐ Photo Dash Yes No

☐ Special Notes: _____

CAKE CUTTING, SPECIALTY/PARENT DANCES, BOUQUET CEREMONY

Cake Cutting/Feeding **Yes** **No** **(If Yes) Complete Below:**

Cake Cutting/Feeding Song: **DJ CHOICE** **Yes** **No** **(If No Complete Below:**

☐ **Song:** **Artist:**

Bride with Father Dance: **Yes** **No** **(If Yes) Complete Below:**

BRIDE WITH FATHER DANCE SONG: **DJ CHOICE:** **Yes** **No** **(If no) Complete Below:**

☐ **Song:** **Artist:**

Special Notes: _____

Additional Dedication Dance with Bride: **Yes** **No** **(If Yes) Complete Below:**

Bride will dance with: _____

ADDITIONAL DANCE WITH BRIDE SONG: **DJ CHOICE:** **Yes** **No** **(If no) Complete Below:**

☐ **Song:** **Artist:**

Special Notes: _____

Groom with Mother Dance: **Yes** **No** **(If Yes) Complete Below:**

GROOM WITH MOTHER DANCE SONG: **DJ CHOICE:** **Yes** **No** **(If no) Complete Below:**

☐ **Song:** **Artist:**

Special Notes: _____

Additional Dedication Dance with Groom: **Yes** **No** **(If Yes) Complete Below:**

Groom will dance with: _____

ADDITIONAL DANCE WITH GROOM SONG: **DJ CHOICE:** **Yes** **No** **(If no) Complete Below:**

☐ **Song:** **Artist:**

Special Notes: _____

Bouquet Ceremony **Yes** **No** **(If Yes) Complete Below:**

Choose one Below:

1-Bouquet Toss Only

2-Bouquet Toss, Garter Removal, Garter Toss

3-Bouquet Toss, Garter Removal, Garter Toss, Garter Placement

Special Notes: _____

MC PERFORMANCE

Circle One Below:

- **Energy Level (1) Description: Reserved, Light Announcements, No Interaction**
- **Energy Level (2) Description: Moderate Energy, Full Announcements, Light Interaction**
- **Energy Level (3) Description: Maximum Energy, Full Announcements, Full Interaction**
- **Combine all Levels throughout the reception, use judgment, and playoff crowd**

If a guest asks the MC to make a special announcement, would you prefer the MC to confirm this with you prior to making the announcement? **Yes** **No**

Example: Birthdays, sport scores, speeches, toasts, dedications, surprise performances

Please list any special announcements and/or dedications you would like the MC to make below:

LIGHTING SPECIFICATIONS

Is CAZZNY providing Full High Intelligent Lighting: **Yes** **No (If yes) Complete Below:**

Intelligent Lighting Preference

Choose one below:

Club Style Lighting with Intense Energy Throughout the Reception

1st Half Reception Slower Patterns with Light Energy & 2nd Half Reception Club Style

No Club Style Effects. Slow Movements, Use Lighting for Ambience & Spot Lighting Only

Is CAZZNY providing Fantasy LED Up-Lighting: Yes No (If Yes) Complete Below:

LED LIGHTING Color Choose one below:

Red Blue White Magenta/Pink/Purple Blend Green/Yellow/amber Blend

TV SCREEN INFORMATION

- Is CAZZNY providing a **TV Screen Package**: Yes No
- Is CAZZNY providing a **Montage** Yes No **(If No)** Complete Below:
- Are you providing your own montage for viewing during the reception: Yes No
- Does your montage contain an audio file: Yes No **(If No)** Complete Below:
- Would you like the DJ to play music during your montage viewing: **(DJ Choice only)** Yes No

Policies & Procedures for Submitting Montage Pictures

- All pictures must be submitted at the Music Final.
- CAZZNY will not accept pictures for montage creation after Music Final.
- All pictures must be numbered in viewing order.
- CAZZNY will return all original pictures at the end of the wedding reception.
- CAZZNY will not accept pictures in various forms. All pictures submitted for montage creation must be in the same form. Example: disc, memory card, loose prints.
- If you are not submitting pictures in a loose print form, they must be numbered in the media form to ensure that CAZZNY will play them in the correct order.

Directions for Submitting Montage Pictures

Bride & Groom Montage

1. Begin with pictures of the bride from birth to the start of your relationship.
(The above mentioned should not exceed 25 pictures and must be in number order).
2. Proceed with pictures of the groom from birth to the start of your relationship.
(The above mentioned should not exceed 25 pictures and must be in number order).
3. Continue with pictures of the bride and groom together with family and friends.
(The above mentioned should not exceed 50 pictures and must be in number order). (We recommend ending the montage with engagement images if possible).
4. Choose a song for Bride pictures, Groom pictures, and Couple pictures. (We will not accept more than 3 song selections for a montage creation).

3-Pack (Dedication Dance) Montages

1. Begin with pictures of birth and continue with pictures throughout your childhood with your Mother/Father. (Subject to who you are dancing with, the above mentioned should not exceed 25 pictures and must be in number order).
2. Choose a song for the montage. (This will be the song you are dancing to, we will only accept 1 song for the Dedication Dance Montage).

Special Notes Below:

PLAYLIST AND GENERAL MUSIC REQUEST

Below is a list of the most popular genres at CAZZNY Weddings. Please select the genres of music you would like played during the wedding reception. Reminder: For assistance with selecting music genres and/or to sample a specific style listed below. See CAZZNY (**Top 20**) located on our website in the (Music Library Page).

Swing/Big Band	Vocal/Jazz Standards	50's, 60's Rock N' Roll	Classic R&B/Motown
Disco Funk	Classic Rock	80's Rock Pop	80's New Wave
Freestyle Breakbeat	Hip-Hop/Modern R&B	Club Classics	Old School Throwbacks
Dancehall Reggae	Country	Top 40 Dance	House Progressive
World/Ethnic Music	Other Genre _____		

List World Music Type (Country/Region): _____

TOP 20 (MUST PLAY) LIST

Do not include formality songs

1. Song: Forever	Artist: Chris Brown
2. Song: Shut Up and Dance	Artist: Walk the Moon
3. Song: How Deep is Your Love	Artist: Calvin Harris
4. Song: Can't Feel my Face	Artist: The Weekend
5. Song: Moves Like Jagger	Artist: Marron 5
6. Song: Everybody	Artist: Backstreet Boys
7. Song: Lady	Artist: Modjo
8. Song: Fly Me to the Moon	Artist: Frank Sinatra
9. Song: Shout (You Make me Wanna)	Artist: Otis Day and the Knights
10. Song: Don't Stop Believin'	Artist: Journey
11. Song: All For You	Artist: Sister Hazel
12. Song: I Gotta Feeling	Artist: Black Eyed Peas
13. Song: Wake Me Up	Artist: Avicii
14. Song: We Found Love	Artist: Rihanna
15. Song: ***Say La Vi (Hebrew)	Artist: Kobi Peretz
16. Song: Send Me on My Way	Artist: Rusted Root
17. Song: I Wanna dance with Somebody	Artist: Whitney Houston
18. Song: Dancing in the Dark	Artist: Bruce Springsteen
19. Song: You Make My Dreams Come True	Artist: Hall & Oates
20. Song: I Want to Know What Love Is	Artist: Foreigner

DO NOT PLAY LIST:

List any songs, artists, and music styles you **DO NOT** want played during your reception:

- | | |
|-----------------|---------------|
| 1. Song: _____ | Artist: _____ |
| 2. Song: _____ | Artist: _____ |
| 3. Song: _____ | Artist: _____ |
| 4. Song: _____ | Artist: _____ |
| 5. Song: _____ | Artist: _____ |
| 6. Song: _____ | Artist: _____ |
| 7. Song: _____ | Artist: _____ |
| 8. Song: _____ | Artist: _____ |
| 9. Song: _____ | Artist: _____ |
| 10. Song: _____ | Artist: _____ |

Spotify Playlist / Youtube links, etc.

EVENT INFO FORM COMPLETED!

PLEASE SAVE AND EMAIL TO US at cazzny@gmail.com

We look forward to planning your Wedding Day!

CAZZNY Events