

PORT DOUGLAS MOBILE DISCO

0419 789 328

P.O. Box 331, Port Douglas, Qld, 4877
tel (07) 4099 1716 fax: (07) 4099 3918 mobile: 0419 789 328
email: djpostie@dodo.com.au
ABN: 84 104 842 601

Dear Client,




Our Wedding Information Kit

Thank you for your interest in our professional Mobile Disco Service.

For your information the following material has been supplied to assist you with the planning of your wedding reception entertainment.

Each of our "Wedding DJ Packages" are based on the number of guests attending your wedding.

WEDDING DJ PACKAGES

SD1	up to 30 guests 	DJ & Music – UHF cordless microphone Yamaha 400W RMS Passive PA System 4 hours performance	\$400
MD2	31 to 150 guests 	DJ & Music – UHF cordless microphone Mackie 800W RMS Active PA System Lighting Effects 4 hours performance	\$500
LD3	over 150 guests 	DJ & Music – UHF cordless microphone Mackie 1600W RMS Active PA System Lighting Effects 4 hours performance	\$600
	Hourly Rate	Charged per hour after 4hr performance	\$75

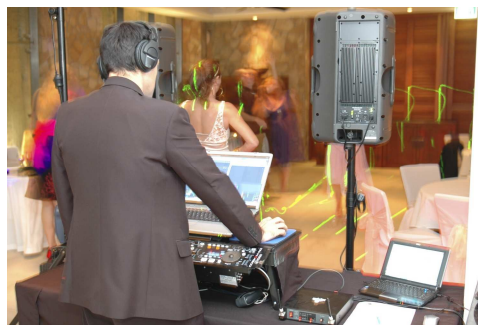
Our DJ will play your choice of music. Simply select your favourite songs from our *Mobile Disco Database* (available for download from our website) and complete our "Music Selection Sheet" We recommend 80 songs based on a 4 hour package. You are welcome to supply any special songs you have on CD format. Please don't forget to send us your "Music Selection Sheet" two weeks before your function date.

When booking your DJ, please complete and return to us our "Booking Sheet" or complete and submit our "DJ Availability Checker" online form at: http://djfinder.com/check_availability.asp?djidnumber=4945
Please provide as much details as you can so we can send you a confirmation of your function.

If we can be of further assistance, please do not hesitate to call anytime.

Regards,

Wayne Postlewaight (DJ Postie)
Proprietor



ENTERTAINMENT FOR ALL OCCASIONS

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BOOKING SHEET

FUNCTION _____ Function Date ____ / ____ / ____

CUSTOMER _____

VENUE _____

TIMES Start _____ Finish _____

ORGANISER _____

PHONE AH _____ BH _____ Mobile _____

DRESS Casual Neat Casual Semi Formal Formal
 Other _____

GUESTS There will be approximately _____ guests

PACKAGE _____ SD1 (up to 30) MD2 (31 to 150) LD3 (over 150)

DURATION _____ hours

PRICE _____ (including extra hours)

PAYMENT \$100 Deposit – secures booking (Cheque or Direct Bank Deposit)
Outstanding balance is required to be paid before the function date
 Full Payment in Advance (Cheque or Direct Bank Deposit)
Account Name: Port Douglas Mobile Disco & Karaoke
Bank Name: Bendigo Bank BSB: 633-000 Account No: 113181192

COMMENTS _____

PLEASE POST OR FAX THIS BOOKING SHEET TO (07) 4099 3918

SIGNED _____ Date ____ / ____ / ____



TERMS AND CONDITIONS

- 1) \$100 deposit is required to secure your booking otherwise your booking is unsecured. Once a deposit has been received your booking will then be secured and considered "booked"
The full balance of payment must be paid prior to the event date.
- 2) A cancellation fee of 50% is due if a booking is cancelled 48 hours before the event. Notification must be given no sooner than 48 hours.
- 3) Setting up of equipment for all events requires two hours approx before the event starts and packing down of equipment requires one hour approx after the event finishes.
- 4) A secured and protected power outlet is required for our equipment. We require our equipment to be setup under a well covered waterproof area for all outdoor functions. If we are not happy with the setup area then we reserve the right to cancel our service no sooner than two hours before the starting time of the event.
- 5) Music styles and special song choices are offered at time of booking and if no specific choices have been made before the event starts then the DJ will select music at their discretion.
- 6) Extending the hours of an event (more than the contract hours) can be arranged before or during the event only with the DJs consent at the agreed hourly rate (payable before the extension)
- 7) Payment terms are cash, PAYPAL or EFT (direct bank deposit) unless prior arrangement has been made. Invoices issued to regular clients are seven days only – A 10% invoice fee will apply if payments have not been received after seven days.
- 8) We will not supply our Mobile Disco, Karaoke or any Audio Visual Equipment under no circumstances to any sandy beaches or near any pools, lakes or rivers.
We will not expose our Mobile Disco/Karaoke to wet weather or stormy conditions.
- 9) We reserve the right to cancel our service if we are given incorrect details of the event or location. If any of these terms and conditions are not met we also reserve the right to cancel our service. Any deposit will be fully refunded.
- 10) We are not liable for any accidents caused by you or your guests by our equipment which may lead to personal injury.
- 11) Local rates & bookings are subject to change with notice and we reserve the right to cancel or postpone any local event for any reason.
Any deposit will be fully refunded.
- 12) The choice of DJ/KJ may be changed or swapped without notice on any booking.



SPECIAL SONG SUGGESTIONS

ENTRANCE SUGGESTIONS

- | | |
|---|-----------------|
| <input type="checkbox"/> Beautiful Day | U2 |
| <input type="checkbox"/> Can't Get Enough Of Your Love | Barry White |
| <input type="checkbox"/> Crazy Little Thing Called Love | Queen |
| <input type="checkbox"/> Cruisin | Lewis / Paltrow |
| <input type="checkbox"/> Dancing In the Moonlight | Toploader |
| <input type="checkbox"/> Devil Gate Drive | Suzi Quatro |
| <input type="checkbox"/> Hooked On A Feeling | B J Thomas |
| <input type="checkbox"/> I Was Made for Loving You | Kiss |
| <input type="checkbox"/> I'm A Believer | Smashmouth |
| <input type="checkbox"/> I'm Too Sexy | Right Said Fred |
| <input type="checkbox"/> Love And Marriage | Frank Sinatra |
| <input type="checkbox"/> Love Is In The Air | John Paul Young |
| <input type="checkbox"/> Sing Hallelujah | Dr Alban |
| <input type="checkbox"/> When You're... Beautiful Woman | Dr Hook |

BRIDAL WALTZ & CUTTING CAKE SUGGESTIONS

- | | |
|--|------------------|
| <input type="checkbox"/> A New Day Has Come | Celine Dion |
| <input type="checkbox"/> At Last | Etta James |
| <input type="checkbox"/> Cutting The Cake | Hans Zimmer |
| <input type="checkbox"/> Amazed | Lonestar |
| <input type="checkbox"/> Canon | Pachelbel |
| <input type="checkbox"/> Can You Feel The Love Tonight | Elton John |
| <input type="checkbox"/> Can't Help Falling In Love | UB40 |
| <input type="checkbox"/> Sway | Bic Runga |
| <input type="checkbox"/> Even When I'm Sleeping | Leonardo's Bride |
| <input type="checkbox"/> From This Moment On | Shania Twain |
| <input type="checkbox"/> Hero | Mariah Carey |
| <input type="checkbox"/> I Swear | All 4 One |
| <input type="checkbox"/> Stand By Me | Ben E King |
| <input type="checkbox"/> Love Is All Around | Wet Wet Wet |
| <input type="checkbox"/> The Way You Look Tonight | Frank Sinatra |
| <input type="checkbox"/> Still The One | Shania Twain |
| <input type="checkbox"/> Sweetest Thing | U2 |
| <input type="checkbox"/> Thankyou | Dido |
| <input type="checkbox"/> When You Say Nothing At All | Ronan Keating |
| <input type="checkbox"/> Tonight I Celebrate My Love For | Flack / Bryson |
| <input type="checkbox"/> Truly Madly Deeply | Savage Garden |
| <input type="checkbox"/> Unchained Melody | Righteous Bros |
| <input type="checkbox"/> Unforgettable | Natalie Cole |
| <input type="checkbox"/> Wind Beneath My Wings | Bette Midler |
| <input type="checkbox"/> Home | Michael Buble |
| <input type="checkbox"/> I Don't Wanna Miss A Thing | Aerosmith |
| <input type="checkbox"/> Chasing Cars | Snow Patrol |
| <input type="checkbox"/> We've Got Tonight | Ronan Keating |
| <input type="checkbox"/> Everything I Do I Do it For You | Bryan Adams |

REMOVING OF THE GARTER SUGGESTIONS

- | | |
|--|----------------|
| <input type="checkbox"/> Eye Of The Tiger | Survivor |
| <input type="checkbox"/> Horny | Mousse T |
| <input type="checkbox"/> I'm A Bloke | Chris Franklin |
| <input type="checkbox"/> Sex Bomb | Tom Jones |
| <input type="checkbox"/> She Bangs | Ricky Martin |
| <input type="checkbox"/> The Stripper | David Rose |
| <input type="checkbox"/> Underneath The Radar | Underworld |
| <input type="checkbox"/> You Aint Seen Nothin Yet | Bachman Turner |
| <input type="checkbox"/> You Can Leave Your Hat On | Joe Cocker |

THROWING OF THE BOUQUET SUGGESTIONS

- | | |
|--|-----------------|
| <input type="checkbox"/> Girls Just Wanna Have Fun | Cyndi Lauper |
| <input type="checkbox"/> Man Eater | Hall & Oates |
| <input type="checkbox"/> It's Raining Men | Geri Halliwell |
| <input type="checkbox"/> Jump | Pointer Sisters |
| <input type="checkbox"/> Ladies Night | Kool & The Gang |
| <input type="checkbox"/> Hot Stuff | Donna Summer |
| <input type="checkbox"/> Uptown Girl | Billy Joel |
| <input type="checkbox"/> White Wedding | Billy Idol |
| <input type="checkbox"/> Pretty Woman | Roy Orbison |
| <input type="checkbox"/> It's Raining Men | Geri Halliwell |

FAREWELL CIRCLE SUGGESTIONS

- | | |
|---|-----------------------|
| <input type="checkbox"/> All My Friends Are Getting Married | Skyhooks |
| <input type="checkbox"/> Another One Bites The Dust | Queen |
| <input type="checkbox"/> Can't Get You Out Of My Head | Kylie Minogue |
| <input type="checkbox"/> Can't Fight The Moonlight | Leanne Rimes |
| <input type="checkbox"/> Celebration | Kool & The Gang |
| <input type="checkbox"/> Every Time You Need Me | Fragma |
| <input type="checkbox"/> Finally | Ce Ce Peniston |
| <input type="checkbox"/> From This Moment (Dance Version) | Shania Twain |
| <input type="checkbox"/> Girls Just Want To Have Fun | Cyndi Lauper |
| <input type="checkbox"/> I Should Be Lucky | Kylie Minogue |
| <input type="checkbox"/> I've Had The Time Of My Life | Bill Medely |
| <input type="checkbox"/> Let's Get Married | Jagged Edge |
| <input type="checkbox"/> Love Is In The Air | John Paul Young |
| <input type="checkbox"/> Love Shack | B52s |
| <input type="checkbox"/> New York New York | Frank Sinatra |
| <input type="checkbox"/> On A Night Like This | Kylie Minogue |
| <input type="checkbox"/> Only Way Is Up | Yazz |
| <input type="checkbox"/> Perfect | Fairground Attraction |
| <input type="checkbox"/> Slice Of Heaven | Dave Dobbyn |
| <input type="checkbox"/> Stuck In the Middle With You | Stealers Wheel |
| <input type="checkbox"/> We Are Family | Sister Sledge |

LAST DANCE SUGGESTIONS

- | | |
|---|---------------------|
| <input type="checkbox"/> Dancing On The Ceiling | Lionel Richie |
| <input type="checkbox"/> Follow Me | Uncle Cracker |
| <input type="checkbox"/> Hot Stuff | Donna Summer |
| <input type="checkbox"/> I Got You | James Brown |
| <input type="checkbox"/> I'm On My Way | The Proclaimers |
| <input type="checkbox"/> Let's Stick Together | Bryan Ferry |
| <input type="checkbox"/> Walking Away | Craig David |
| <input type="checkbox"/> Walking On Sunshine | Katrina & The Waves |
| <input type="checkbox"/> Why Do Fools Fall In Love | Diana Ross |
| <input type="checkbox"/> Closing Time | Semisonic |
| <input type="checkbox"/> Save The Last Dance For Me | Michael Buble |
| <input type="checkbox"/> New York New York | Frank Sinatra |
| <input type="checkbox"/> Sweet Caroline | Neil Diamond |
| <input type="checkbox"/> At Last | Etta James |
| <input type="checkbox"/> All Night Long | Lionel Ritchie |
| <input type="checkbox"/> Waiting For Tonight | Jennifer Lopez |
| <input type="checkbox"/> Save The Best For Last | Vanessa Williams |
| <input type="checkbox"/> What A Wonderful World | Louis Armstrong |
| <input type="checkbox"/> Could I Have This Last Dance | Anne Murray |
| <input type="checkbox"/> Truly Madly Deeply | Savage Garden |

OUR MUSIC DATABASE CAN BE DOWNLOADED AT THIS LINK

<http://members.dodo.com.au/~dipostie/PDMD%20Mobile%20Disco%20Database.pdf>



MC RUN SHEET

Please return this sheet two weeks prior to your function

Bride & Groom Names (maiden names)		
Bride		
Groom		
The Bridal Party (in order of entering reception)		
- select -		
- select -		
- select -		
- select -		
- select -		
- select -		
- select -		
- select -		
- select -		
- select -		
Other:		
Other:		
Speeches & Toasts	<i>name (in order of speeches)</i>	<i>relationship to Bride & Groom</i>
Speaker 1		- select -
Speaker 2		- select -
Speaker 3		- select -
Speaker 4		- select -
Speaker 5		- select -
Speaker 6		- select -
Speaker 7		- select -
Speaker 8		- select -
Speaker 9		- select -
Speaker 10		- select -

PLANNING TIPS FOR THE MC

Master of Ceremonies at a Wedding Reception

If you have been asked to be Master of Ceremonies for a wedding, you may find this information helpful in planning what you will do.

Your role as Master of Ceremonies is to act as an unobtrusive organizer, ensuring an orderly progression of events at the wedding reception.

The reception is a carefully planned sequence of events. The principle organizers and the participants all need to be aware of the format for the reception.

Each wedding reception is unique and the bride and groom may want to change the order of events. This is a suggested guideline to provide you with a format for the event. This outline is for a traditional sit down dinner.

Major Duties of the Master of Ceremonies *Before the Wedding*

Meet with the Bride and Groom to work out a written agenda for the reception. Find out as much information as possible about their preferred format for the day.

- ▶ Do they want toasts? Who will give the toasts?
- ▶ Can they give you a little information to help you with introductions?
- ▶ Can they help you with the pronunciation of any unusual names?
- ▶ Do they have special people they would like introduced?
- ▶ Have they asked guests who are speaking to limit the time of their toast/speech? Three to four minutes is ideal.
- ▶ Who do you speak to on the catering staff?
- ▶ How do the bride and groom feel about the tradition of guests clinking spoons on glasses to signify they want the bride and groom to kiss? Does the couple want an announcement made about this?

It's a good idea to check with the bride and groom again before the wedding day, in case there are any changes.

Plan how long each section of the evening will take. Timing is important. You need to know:

- ▶ time dinner will be served.
- ▶ time entertainment will start.
- ▶ time the reception site is available-both for the start and the end of the event.

While it will help to be prepared, things don't always turn out just as planned. Be prepared to be calm and flexible and maintain your sense of humour if the unexpected happens!

Before Dinner

- ▶ Meet with the caterer and the disc jockey.
- ▶ Introduce yourself, welcome the guests, and announce the arrival of the bridal party. You may want to ask the guests to stand as the bridal party enters the room.
- ▶ Announce the serving of dinner and introduce the person who will say grace.



PLANNING TIPS FOR THE MC

After Dinner

- ▶ Introduce the members of the head table to the guests and say a few words about each person at the head table.
- ▶ Introduce each person who is to speak or give a toast. Toasts are traditionally given to the bride, with a reply from the groom, and to the maid of honour and bridesmaids by the best man and to the groomsmen by the maid of honour. A toast can also be given to the Bride's parents and the Groom's parents.
- ▶ Make any special announcements. There may be guests who have travelled some distance to attend or are honoured guests such as a grandparent.
- ▶ Ask the bride and groom to cut the wedding cake.
- ▶ Announce the bridal waltz. After the bride and groom have danced for a few minutes, the bride may dance with her father, before everyone is invited to join the happy couple on the dance floor.
- ▶ Invite the single women to gather for the tossing of the bride's bouquet and then the single men to gather for the tossing of the garter.
- ▶ Announce when the bridal couple will be leaving.
- ▶ Let guests know of the time the evening will end, when the bar will close, and any other information to make the evening finish smoothly.

Things to Remember

Always be sure you have learned how to pronounce all the names you will be announcing. Ask those who will be speaking or giving a toast to limit their speech to three or four minutes. Brevity, sincerity and a sense of humour all help make for a successful Master of Ceremonies.

Traditional Wedding Reception

- ▶ Guests assemble after the wedding service.
- ▶ The MC is notified of the bridal party's readiness to join the reception.
- ▶ MC introduces himself, and announces arrival of the bridal party, and introduces them. Flower girl first, then groomsmen and bridesmaids, in couples, finally bride and groom.
- ▶ Next, MC introduces the priest, for the grace before the meal.
- ▶ After main course, speeches begin.
- ▶ MC calls First speech: friend of the bride's family. Toasts the bride and groom.
- ▶ MC calls groom and bride to respond: they thank various people for the wedding and reception, and then toast the bridesmaids.
- ▶ MC calls best man and head bridesmaid to respond to the toast.
- ▶ MC calls best man or other groomsmen to read faxes, telegrams etc from guests who couldn't attend.
- ▶ MC calls parents of the bride to speak.
- ▶ MC calls parents of the groom to speak.
- ▶ MC calls for cutting of the cake. Lots of photos...
- ▶ MC introduces the bridal waltz. After the bride and groom have danced for a while, the rest of the bridal party is invited to dance, then the parents of bride and groom.
- ▶ Then a general invitation to the reception party to dance.
- ▶ Desert is served and festivities proceed ...
- ▶ When the bride and groom are ready to leave, MC arranges the toss of the bouquet, and then the toss of the garter to the single men.
- ▶ Finally, the MC calls for a circle, and the bride and groom say goodbye. Parents are last.
- ▶ End of the formal wedding reception.

