



Sweet Sixteen Music Form

2392 OCEAN AVE RONKONKOMA NY 11779 • WWW.AFTERHOURSENT.COM SALES@AFTERHOURSENT.COM
OPEN 11AM-11PM DAILY • SUFFOLK: 631-736-2921 • NASSAU: 516-381-0904 • FAX: 631-206-9144

ALL PHOTOS, SONG LIST, ARTWORK, PROOFS, & BRIDAL LINE UP FORMS MUST BE SENT IN 2 MONTHS
PRIOR TO YOUR EVENT, OR YOU WILL BE SUBJECT TO A \$200.00 LATE CHARGE - No Exceptions!
\$100. CHARGE FOR ANY MUSIC SONG CHANGES THE WEEK OF YOUR EVENT- - No Exceptions!

GUEST OF HONOR: _____

EVENT DATE: _____

CLIENT INFORMATION

BIRTHDAY GIRL: _____

PARENT'S NAMES: _____

HOME NUMBER: ____ - ____ - ____

CELL NUMBER: ____ - ____ - ____

BIRTHDAY GIRL'S NUMBER: ____ - ____ - ____

PLEASE SUPPLY TWO EMAIL ADDRESSES

EMAIL: _____

EMAIL: _____

SWEET 16-QUINCEAÑERA INFORMATION

DATE: _____

VENUE: _____

ROOM: _____

LOCATION: _____

PHONE NUMBER: ____ - ____ - ____

VENUE CONTACT PERSON: _____

NUMBER OF GUESTS: _____

COCKTAIL HR. YES NO

TIME _____ TO _____

ROOM _____

RECEPTION YES NO

TIME _____ TO _____

ROOM _____

VENDOR(S) INFORMATION

NAME OF VIDEO COMPANY: _____

NAME OF YOUR VIDEOGRAPHER: _____

NAME OF PHOTOGRAPHY COMPANY: _____

NAME OF YOUR PHOTOGRAPHER: _____

NAME OF MAITRE D: _____

NAME OF EVENT COORDINATOR: _____

SEE NEXT PAGE FOR OUR HELPFUL PRE-EVENT REMINDERS >>>>>

HELPFUL REMINDERS PRIOR TO YOUR SPECIAL EVENT

- Please make sure to fill out the provided forms in its entirety in provided PDFs. We ask that you do not use your own forms or documents only use provided forms. do not send us excel files, screen shots or any other forms. When you make a list of the cocktail music selections that you would like to hear at your event, please do so in a word document and send along with your other forms at the same time.
- Please fill out all song documents in **black pen only** and send in to our office 3 months prior to party date by fax or email. You may send any flash drives, or photos to the email address on the first page with your name and party date on everything.
- **Please be sure to put tracking on the package and no signature required upon delivery.**
- When contacting our office, whether it is via phone or email, please be sure to provide the PARTY NAME and EVENT DATE in order for us to assist you promptly. For email, put the PARTY NAME and EVENT DATE in the subject line.
- We will email you all song documents needed for your event. You must fill out all song documents, gather photos, pick your proofs and return all required materials to our office THREE MONTHS prior to party date, by email or fax. You may send any USB drives, song links, MP3s. Only send YouTube links;do not send Spotify files or links. **There will be a \$200 late charge if you fail to do so that will be added to your contract.**
- **No appointment is required before your event.** Please call us to set up a phone meeting to go over the details of your event one month before. If an appointment is set up, and **you cancel or are a no-show**, there will be a **\$100 charge added to your contract.** You must then call to reschedule or finalize details over the phone.
- Let our office know ONE MONTH PRIOR if we need to send your venue our insurance certificate.
- Please let us know if meal arrangements have been made for our DJs, MCs, musicians, and staff. Please contact our office to find out how many staff members will be needed for your event.
- Please provide us with a phone number and email address of your wedding planner or catering hall contact ASAP.
- When making your seating plans, please make sure you put the older guests away from the DJ and put all younger people near us.
- Tell catering hall they need not set up a stage for us.
- Notify us if you have a guest vocalist or musician that would like to perform with us ASAP. They will need to supply MP3 audio file if singing with our DJ. If they are playing an instrument, they will need to supply and bring their own gear and equipment. Please have them contact us directly 2 months before your event.
- If you supply your own handouts, please be sure to open all the packages and take them out of their own boxes and drop off at your catering hall.
- There will be a \$50.00 charge per song for our string musicians to learn for your ceremony or cocktail if not on our master song list.
- Our Snack Truck comes with our own 9x12 bags with our name on it. If you, the client, wishes to purchase custom 9x12 bags you're your name and event date, please let us know ASAP and we can order them for an additional fee. You can get them on your own and drop them off at our office 1 MONTH BEFORE THE EVENT or give them to us the night of your event.
- Any special song or karaoke song must be provided to use by any vocalist or musician that is performing at your event 1 month prior.

DO NOT SEND THIS PAGE BACK TO OUR OFFICE.

COURT LINE UP FORM

GUEST OF HONOR: _____

EVENT DATE: _____

NAME OF SONG FOR COURT INTRODUCTIONS:

SONG TITLE: _____ ARTIST: _____

INCLUDE PARENTS, FRIENDS, AND ANYONE ELSE YOU WANT TO BE INTRODUCED INTO THE PARTY.

LIST FIRST NAMES ONLY IN ORDER OF APPEARANCE

FIRST NAMES ONLY

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): _____

NAME: _____ ESCORTED BY (NAME): _____

NAME: _____ ESCORTED BY (NAME): _____

INTRODUCTION OF BIRTHDAY GIRL

BIRTHDAY GIRL'S NAME: _____

SONG _____ ARTIST: _____

CROWN CEREMONY: YES NO

BY (NAME): _____

SHOE CEREMONY: YES NO

BY (NAME): _____

DOLL CEREMONY: YES NO

BY (NAME): _____

TOAST/SPEECH: YES NO

BY (NAME): _____

CENTERPIECE GIVEAWAY: YES NO

FATHER/DAUGHTER DANCE? YES NO

SONG: _____ ARTIST: _____

CANDLE LIGHTING FORM

GUEST OF HONOR: _____

EVENT DATE: _____

	SONG TITLE	ARTIST	NAME OF GUEST
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____

(GOOD LUCK OR MEMORY) _____

DO YOU WANT SONG PLAYED IN BACKGROUND OF SPEECH? YES NO

WE WILL PLAY EACH SONG FOR A SHORT TIME AFTER EACH CANDLE.

DANCE/ MUSIC GENRE CHOICES

LINE DANCES

- HOKEY POKEY
- DOLLAR WINE
- CHICKEN
- LIMBO

- HANDS UP
- COTTON EYED JO
- Y.M.C.A.
- MACARENA

- CHA CHA SLIDE
- ELECTRIC SLIDE
- CONGA-LINE
- JUMP ON IT

- CUPID SHUFFLE
- MISSISSIPPI SLIDE
- WHOBBLE

GUEST OF HONOR: _____ PARTY DATE: _____

ETHNIC MUSIC

- ITALIAN
- JEWISH

- IRISH
- LATIN

- POLISH

- GREEK

MUSICAL STYLES

- CHA CHA
- POLKA
- RHUMBA

- FOX TROT
- MERENGUE
- MAMBO

- LINDIES
- SOCA
- SALSA

- WALTZ
- REGGAETON
- BACHATA

MUSICAL ERAS

- 40'S BIG BAND
- PUNK
- TECHNO
- 60'S
- FREESTYLE
- RAP

- 80'S DANCE MUSIC
- EDM
- HIP HOP
- MOTOWN
- TOP 40
- SKA

- CLASSIC ROCK
- 50'S DOO WOP
- ROCK
- COUNTRY
- 70'S DISCO
- SOCA

- REGGETON
- 90'S DANCE
- HOUSE
- REGGAE
- CLUB
- THROWBACKS

PLEASE PLACE A CHECK NEXT TO THE RADIO STATIONS THAT YOU LISTEN TO:

- Z-100 (TOP 40)
- 92.3 (NOW)
- K-JOY 97.3 (EASY LISTENING)
- Q104.3 (CLASSIC ROCK)

- WPJI 95.5 (80'S-NOW)
- WBLI 106.1 (TOP 40)
- 97.1 (HOT 97)
- WKTU 103.5 (TOP 40/CLUB)

- 107.3 (COUNTRY)
- WLIR 92.7 (NEW)
- 106.7 WLTW (LITE)
- PARTY 105.3 (CLUB/HOUSE)

- WBAB 102.3 (ROCK)
- 105.1 (JAMMIN 105)
- CBS-FM 101.3 (OLDIES)

SATELLITE RADIO STATIONS:

- 8- 80'S POP HITS
- 9- 90'S POP HITS
- 20- TODAY'S HITS
- 16- THE BLEND
- 30- POP HITS OF 2000
- 81-BPM DANCE HITS
- 39- 80'S HAIR BANDS
- 46- 60'S & 70'S ROCK

- 49 -70'S & 80'S ROCK
- 38 -BONEYARD ROCK
- 34 -LITHIUM GRUNGE
- 64 -OLD SKOOL R&B
- 67 -HIP HOP HITS
- 16 - COUNTRY HITS
- 83 - CLASSIC DISCO
- 10 -THE PULSE

VIDEO MONTAGE

****ONLY FILL OUT THIS FORM IF YOU HAVE THE VIDEO MONTAGE AND TV SCREEN PACKAGE ON YOUR CONTRACT. PLEASE DOUBLE CHECK YOUR DJ CONTRACT IF NOT SURE.****

ARE WE PROVIDING VIDEO MONTAGE AND TV SCREEN PACKAGE?

YES

NO

(IF YES, FILL OUT THE FORM BELOW)

PHOTO INSTRUCTIONS FOR YOUR DVD MONTAGE

BIRTHDAY GIRL: _____

DATE: _____

- SELECT ORIGINAL PICTURES OR DIGITAL FILE PICTURES ON YOUR COMPUTER. START WITH BABY PHOTOS OF THE BIRTHDAY GIRL, AND THEN PICTURES OF GROWING UP. NUMBER THE PHOTOS 1-50 ON THE BACK RIGHT AND CORNER IN PEN.
- PICK 3 SONGS FOR THE GROWING UP PICTURES, PLEASE GIVE US THE SONG TITLE AND ARTIST. .

BIRTHDAY GIRL GROWING UP

SONG _____ ARTIST: _____

SONG _____ ARTIST: _____

SONG _____ ARTIST: _____

TIPS AND INSTRUCTIONS

- DO NOT USE MARKER ON PHOTOS. USE BLACK PEN ONLY!
- ARRANGE DIGITAL PICTURES OR SCAN THEM ON YOUR COMPUTER, THEN NUMBER THEM IN ORDER ON YOUR OWN AND PUT IN FOLDERS. YOU MAY SEND IN TO US ON A FLASH DRIVE.
- THERE WILL BE A CHARGE OF \$2.00 PER EXTRA PHOTO ONCE YOU HAVE GONE OVER THE LIMIT.

PLEASE SEND PHOTOS OR FLASH DRIVE TO:

AFTER HOURS MUSIC

2392 OCEAN AVE.

RONKONKOMA, N.Y. 11779

- BE SURE TO PUT YOUR NAME AND PARTY DATE ON EVERYTHING. GO TO POST OFFICE AND SEND OUT WITH TRACKING. PLEASE BE SURE TO PUT ON IT NO SIGNATURE REQUIRED SO WE DON'T HAVE TO SIGN FOR IT.
- IF YOU ARE GOOD WITH A COMPUTER, PUT ALL FILES IN A FOLDER WITH THE SONGS AND A WORD DOCUMENT TELLING US THE SONG ORDER, ETC.
- GO TO WWW.WETRANSFER.COM AND UPLOAD THE PICTURES AND MP3 FILES AND SEND TO: SALES@AFTERHOURSNT.BE BE SURE TO PUT YOUR NAME AND EVENT DATE AND PHONE NUMBER IN THE EMAIL. THIS IS A FREE SERVICE AND A FASTER WAY TO SEND OVER THE PICTURES AND SONGS.