

JAMES SPEER

PRIVATE EVENT ENTERTAINMENT

ENTERTAINMENT SPECIFICATIONS

(Please complete and return at least 14 days prior to your event)

Event Name: _____

Event Date: _____

VENUE INFORMATION

Venue Name: _____

Venue Address: _____

On-site Contact Name: _____

Parking and Load-in Instructions, if any: _____

Food & Beverage to be provided for the band: Yes No

ENTERTAINMENT INFORMATION

Please indicate set-up times and locations, and songs or genres to be performed during the various stages of your event timeline.

Set-up is generally begun one-hour prior to the performance time and break-down is generally completed in the one hour following the performance. Additional fees for time may apply at a rate of \$100.00 per hour if an early set-up time is required or if the breakdown must occur in less than one hour to comply with venue closure times.

CEREMONY

Start Time: _____ End Time: _____

Special set-up or breakdown times: _____

Musician(s) Location: _____

Songs or Genres to be played: Live Record

Prelude: _____

Processional: _____

Bride's Entrance: _____

Special Music: _____

Recessional: _____

Please provide a Ceremony Program if there is one.

ENTERTAINMENT INFORMATION *Continued*

COCKTAIL HOUR:

Start Time: _____ End Time: _____

Special set-up or breakdown times: _____

Musician(s) Location: _____

Songs or Genres to be played: Live Record

Special Instructions: _____

RECEPTION:

Start Time: _____ End Time: _____

Special set-up or breakdown times: _____

Musician(s) Location: _____

Songs or Genres to be played: Live Record

Couple's Entrance: _____

Couple's First Dance: _____

Father/Daughter Dance: _____

Mother/Son Dance: _____

Anniversaries Dance: _____

Cake Cutting: _____

Garter Toss: _____

Bouquet Toss: _____

Last Dance: _____

Free-play Song Genres: _____

Special Instructions: _____
