

# Bassnote Entertainment

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## Event Planning Worksheet

Use this worksheet to capture event details and music/MC preferences.

### 1) Event Details

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Client 1 Name: \_\_\_\_\_

Client 2 Name: \_\_\_\_\_

Client 1 Phone: \_\_\_\_\_

Client 2 Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Contact Info: \_\_\_\_\_

Venue Name & Address: \_\_\_\_\_

Venue Contact Name: \_\_\_\_\_

Venue Contact Phone: \_\_\_\_\_

Event Attire: \_\_\_\_\_

Approx. Attendance: \_\_\_\_\_

**Venue Notes:** If there are multiple floors, list the event floor and note whether there is elevator access.

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### 2) Ceremony

Microphone sound reinforcement needed  No microphone reinforcement needed

Background music during ceremony  No background music

**If background music is requested, list specific songs/artists:**

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## Processional - (Ceremony Entrance)

Mothers / Bridesmaids (song): \_\_\_\_\_

Bride & Parent/Guardian (song):

\_\_\_\_\_

## Ceremony Formalities (if applicable)

Unity ceremony / readings background music:

\_\_\_\_\_

## Reception Details & Music Requests

### 3) Reception - Grand Introductions

List the order of introductions and any song requests for each.

Introduction	Names	Song Request (if any)
Bridesmaid/Groomsmen #1		
Bridesmaid/Groomsmen #2		
Bridesmaid/Groomsmen #3		
Bridesmaid/Groomsmen #4		
Bridesmaid/Groomsmen #5		
Bridesmaid/Groomsmen #6		
Bridesmaid/Groomsmen #7		
Bridesmaid/Groomsmen #8		
Maid of Honor / Best Man		
Bride / Groom		

### 4) Toasts, Blessing, Dinner

Toasts will be given  No toasts

If yes, by whom (names/titles): \_\_\_\_\_

Blessing will be given  No blessing

If yes, by whom (names/titles): \_\_\_\_\_

Dinner is part of the reception timeline  No formal dinner

Dinner music requests (artists/genres/specific songs):

\_\_\_\_\_

Dinner centerpiece  No centerpiece

Centerpiece giveaway game  No centerpiece game

## 5) Formalities

**First Dance (song):** \_\_\_\_\_

First dance before dinner    First dance after dinner

Cake cutting    No cake cutting

**Cake cutting song (if any):** \_\_\_\_\_

**Father-Daughter / Parent Dance (song):**

\_\_\_\_\_

**Mother-Son / Parent Dance (song):**

\_\_\_\_\_

Dollar dance    No dollar dance

**Dollar dance song (if any):** \_\_\_\_\_

Anniversary dance    No anniversary dance

**Anniversary dance song (if any):**

\_\_\_\_\_

Garter / bouquet removal or toss    No garter/bouquet

**Last Dance / final song request:** \_\_\_\_\_

**Other special dances / moments:**

\_\_\_\_\_

## 6) Music Preferences & Song Requests

Overall music preferences (optional):

Preferred genres / vibe: \_\_\_\_\_

Songs/genres to avoid (in addition to Do-not-play list):

\_\_\_\_\_

Radio edits / clean versions preferred  Explicit lyrics OK

Take requests from guests  No guest requests

Must-play requests (songs you definitely want to hear):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do-not-play list (songs/artists/genres to avoid):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Announcements / names / pronunciations (optional):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Service Details:** Bassnote Entertainment (the HOST) will provide musical entertainment and agreed-upon enhancements at the specified date, time, and location. Any performance extending beyond the contracted time will be billed at \$150 per hour.

**Exclusivity & Booking:** In exchange for the signed contract and required payments, the HOST will reserve the date exclusively for the CLIENT and will not accept other bookings for that time.

**Payment Schedule:** The final balance must be paid before the start of the event. A \$20 fee applies to any returned checks.

**Cancellation & Termination:** If the CLIENT cancels within 90 days of the event, the full balance remains due. Both parties must sign a termination form to officially end the contract.

**Overtime:** Extended performance time requires unanimous approval from the HOST, CLIENT, and venue manager. The \$150/hour overtime fee must be paid in cash or check before the extra time begins.

**Default:** Failure to meet payment deadlines constitutes a breach of contract, relieving the HOST of performance obligations. If the deposit is not received within 48 hours of signing, the contract is void.

**Site Access:** The CLIENT must provide the HOST with safe, unencumbered, and handicapped-accessible entry/exit from two hours before until two hours after the event. The HOST may delay or stop performance if access or safety hazards (including weather or code violations) are present.

**Power Requirements:** The CLIENT must provide two dedicated 115-volt, 15-amp grounded circuits within 15 feet of the setup. All extension cords must meet 14-gauge, 3-conductor specifications and be secured before the HOST arrives. Generators are strictly prohibited.

**Fees & Licenses:** The CLIENT is responsible for all costs related to facility authorizations, parking, union fees, permits, and other mandated charges.

**Outdoor Events:** For outdoor or tented events, the CLIENT must provide commercial-grade shelter from wind, rain, and sun. The HOST will maintain general liability insurance and keep their immediate area safe.

**Production Control:** The HOST retains exclusive control over production methods and content. If the CLIENT hires third-party planners who interfere with the HOST's setup or programming, all performance guarantees are voided.

**Liability & Safety:** The CLIENT is liable for any equipment damage caused by guests. If the HOST perceives a threat to their person or property, they may cease performance without a refund.

**Equipment Integration:** Connecting outside devices or media to the HOST's equipment is prohibited. All CLIENT-provided media must be delivered at least 5 days before the event.

**Incapacity:** In the event of the HOST's serious illness, family death, or an Act of God, the HOST will either provide a CLIENT-approved alternative DJ or issue a full refund.

**Joint Responsibility:** If the contract is signed by two individuals, both are responsible for all terms; however, either person may terminate the agreement independently, releasing the HOST from further obligations.

**Modifications:** All changes must be made in writing and signed by both parties. The HOST's maximum liability is limited to the total amount paid by the CLIENT.

**Severability:** If any part of this agreement is found unenforceable by a court, the remainder of the contract remains in effect.

**Jurisdiction:** Any legal disputes will be handled in the Worcester County Courts of Massachusetts. The losing party is responsible for all legal fees and court costs.

**Entire Agreement:** This document represents the full agreement between both parties. No oral modifications or outside promises are valid.

**Client warrants that they are of legal age and have the right to enter into this contract.**

Bassnote Entertainment (DJ) Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Client (Purchaser) Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_