Congratulations! You have booked the TIMELESS WEDDING PACKAGE!
What now? Use this form to help you get all needed materials to your DJ in time!

1. Make sure to check out your online planning tools!
   a. Go to our website: www.BackspinProductions.com
   b. Click on “Your event”, or scroll towards the bottom, then click “Account Login”
   c. On the next page, click “Login To My Event”
   d. Enter your wedding date & your password should be the service agreement person’s last name
      ____________________________ (all lower case)
   e. Click on the “My Event” Tab
   f. In the box that says “Event Form(s)” will be a link to your worksheet
      Click on that link and it will open your worksheet
      Changes you make are automatically saved
      You will need to call our office if there are changes in venues or event times
   g. To Request music, go back to your Event Home
   h. In the “Event Planning Tools” box is a link titled “Request Music”
      Do not put your first dance, mother-son, father-daughter, or wedding party dance here!
      Optional: Let us know if you’d like your guests to have their own area to request music

You have up to 10 days before your wedding to make any changes to these forms.
NO music changes the week of your wedding.

2. Please provide the following items/information (if applicable) one month prior to your wedding date:

   ___ Hotel Room Information for DJ (Only if location is 150 miles round trip from our location to city centers)

   ___ Room Layout
      If you have booked uplights, please indicated
      where you would like the lights placed,
      i.e. one by the cake table, 2 behind the head table, etc.

   ___ If event is outdoors please provide a tent for the DJ
      and a “rain-plan”

   ___ Ceremony Program
      Please speak to us directly regarding music selection

   ___ Completed Photo Booth form
      (Remember that it is your responsibility to tell your venue you have booked a photo booth! They will need
      to know that we need a minimum of 10x10ft space and a long table IF you have added a scrapbook)

3. Pre-wed Meeting: We will be contacting you about a month prior to your wedding to schedule a
   time for you to meet your DJ either via phone or in person to finalize wedding details.

4. Additional Notes:
   - If you have not added dinner music at this time, let us know as soon as possible if you would like to.

5. Like us on Facebook & Follow us on Pinterest for the latest in wedding trends!