

Please fill out the following information and return to:
Ben Phillips, Jr.
806 Concord Avenue
Anderson South Carolina 29621
FAX (864)231-7128



*MAKE SURE YOU READ THIS ENTIRE
PLANNER!*

Completed Planners must be submitted 2 weeks prior to your event or a \$200.00 rush fee will be added. Submitting a planner late or not filled out completely will not guarantee that all or most of your requests can be arranged.

Event Date _____ Customer Address: _____

City _____ State _____ ZIP _____

Email Address: _____

Bride's Name _____ Telephone _____

Groom's Name _____ Telephone _____

SETUP TIME we would like to begin setting up at least two hours prior to the start of your event and arrival of guests. Please let the facility know that we will be coming.

If additional equipment is requested please be ready to pay additional charges. Thank you.

Contract Terms and Conditions

General:

The following terms and conditions outline JUST CALL BEN responsibilities (herein also referred to as "ours" or "we") and the Customer/Client's responsibilities (also herein referred to as "you" and "yours".) This contract contains two pages including Customer / Client Summary of Information (page 1) and Terms and Conditions (page 1 and 2). Please verify accuracy of both pages prior to affixing your signature below. JUST CALL BEN agrees to provide DJ services at the venue and as indicated above.

The Venue:

JUST CALL BEN will normally arrive between 1 1/2 and 2 hours prior to the agreed upon start time to accomplish equipment setup and configuration. We may arrive earlier if agreed upon by the venue for additional set up time. While JUST CALL BEN will work with the venue contact (to be provided by the client) to ensure a suitable working area, the Client is responsible for providing JUST CALL BEN with a "reasonably" secure stage or floor area with easy (handicap accessible ramp or elevator) access. The Client is required to ensure that the DJ (Disc Jockey) operating location at the engagement venue is located within twenty-five (25) cable-feet of an AC outlet. If lights are included in the provided service, two independent 20 amp outlets will be required to support the electrical current requirements of the equipment. If during the event AC receptacles prove to be inadequate in supporting both the music/sound equipment and lights, the lights will be disconnected. The Client will NOT be entitled to a refund for the amount of the light rental in this case, nor will JUST CALL BEN be liable to refund any fees received or owed for temporary interruption to services due to inadequate AC power. JUST CALL BEN requires a 6 x 8-foot area for the equipment, as well as a 3 x 3-foot area for each speaker on each side of the dance floor. If lights are provided as part of this contract, the equipment area must be 3 x 3-foot area.

Outdoor Weddings will be provided: music for ceremony, speakers, 1 amp, 1 cordless microphone for pastor. Additional equipment can be provided, see additional charges for details. Instruments provided by anyone other than JUST CALL BEN are the sole responsibility of the musician. Additional cords, hook ups and stands are not provided unless ordered in advance. Some hotels and event complexes have loading docks with a set schedule for loading and unloading. JUST CALL BEN will schedule with the venue a load in and load out time. JUST CALL BEN has been asked to stay longer at events and continue to play. This will be permitted as long as the venue, security, the entertainer and all other involved parties agree.

This contract is good for the Garden Wedding set up and Reception Hall set up. Additional set up or moving will result in additional charges. Please see the rest of the agreement as to those charges.

Safety:

To prevent liability resulting from accidental injury to any individual attending this performance JUST CALL BEN reserves the right to deny any guest access to the sound system and supplies owned or leased by JUST CALL BEN. In the event the DJ believes an unsafe situation exists, he/she may call upon the Client to remedy the situation. If no action is taken, the DJ may cease operation until the situation is resolved.

In the event of bad weather, rain, chance of rain exceeding 40%, temperatures below 60 degrees or above 90 degrees, we reserve the right to set up in the safest location to protect the equipment of JUST CALL BEN. Any damage to the equipment, the client is responsible for replacing. Last minute major moves after the client or the venue completes set-up, that is requested, will result in a \$100.00 relocation fee.

JUST CALL BEN will take reasonable safeguards to protect its equipment and music media. However, any damages or theft occurring to any equipment or music media owned or leased by JUST CALL BEN because of negligent acts of the Client or Client's guests will result in the Client being held responsible to pay for the damages or lost items. Typical damages may include alcohol spilled on equipment or music, the kicking or knocking over of equipment or music, or theft of music media or equipment. JUST CALL BEN will notify the Client immediately upon discovery of an accident or loss.

If there is a flight or flights of stairs, ie: Poinsette Club in Greenville /Anderson Country Club upstairs, there will be an additional \$100.00 charge added to the quoted standard rate. This fee will be waived if an elevator is available. Most of the equipment weighs over 75 to 300 pounds. We do not carry the equipment up or down more than 3 steps due to our insurance policy now not covering that provision. Cords, cables or any lines will not be run across any walkway, travel path or in any way where foot traffic from any attending the event may trip, fall or cause injury to themselves. DO NOT ASK...OSHA made the law, we obey it.

If additional equipment is requested please be ready to pay additional charges. Thank you.

Special Requests:

The purchaser will provide 1 gallon of McDonald' s or Chic-Fil-La sweet tea for the DJ consumption during the event. Due to the entertainer not consuming any alcohol at all, it is requested that this provision of refreshment be provided.

Any additional request for equipment "the day of the event" or LAST MINUTE, do carry charges. Please be aware that you may get an additional invoice from Just Call Ben, if your requests are in addition to the planner and are shown as additional expenses. Insulting, out of control, aggravated and intoxicated guests or anyone attending the event that verbally abuses the entertainment will not be tolerated. The purchaser will be notified and asked that the individual or persons be removed. JUST CALL BEN will stick to the prearranged music selection and not play anything mentioned on the DO NOT PLAY LIST. Only the names on the contract or Bride and Groom can make changes. Failure will result in the stopping of all entertainment, and FULL payment expected within 15 minutes. If prior payment was arranged, an additional \$500 to \$1,500 will be billed to the purchaser. This practice of hassling the entertainer stems from the reality shows, it will not be tolerated and will result in a lawsuit if necessary.

Payment Terms and Contract Cancellation:

The purchaser will make final payment at 1 week prior to the engagement by cash, or by check made payable to Ben Phillips. (Exemptions are events at Magnolia Manor Only) Clubs, Night Clubs, Bars or Restaurants must pay at the beginning of the event. The payment must be in cash or money order. Checks will not be excepted unless cashed by the establishment at that time. Failure to pay by the end of the event will result in fees beginning upon leaving the establishment.

An additional fee of \$25 per trip will be added to come and pick up the payment. There is a **\$25.00** charge for each calendar day (including weekends) without payment until Ben Phillips receives the full payment amount. There will be an additional fee of **\$30.00** for first time returned checks. Second time return checks will have a fee of \$300.00 and third time return checks will have a fee of \$3000.00.

You, the Client does hereby agree to pay the total contract amount for the disc jockey and entertainment services of JUST CALL BEN. Written cancellation of this agreement by the Client 30 calendar days or more in advance of the event will result in a full refund of any fees paid by the Client to JUST CALL BEN. Cancellation by the Client within 30 days of the event will result in the billing amount of \$600.00 to be paid for holding the date.

A filled-out contract is what we require holding, or "book" the event date with Just Call Ben, and is due within 3 days of initial contact.

In the event of an emergency, JUST CALL BEN will provide another entertainer for your event.

Return Contract to: Ben Phillips, Jr. 806 Concord Avenue, Anderson, South Carolina 29621.

By signing our signatures below, both parties (JUST CALL BEN and Client) agree to these contract terms and conditions.

Signature of Client and Date

Ben Richard Phillips, Jr.

Signature of JUST CALL BEN



If additional equipment is requested please be ready to pay additional charges. Thank you.

Ceremony Information (Time allotted 1 hour VALUE: \$600.00)

Ceremony Location: _____

Ceremony Contact: JoAnn Blake

Ceremony Start Time: _____

How Many Guests: _____

Will DJ provide ceremony music? Yes _____ No _____

Pastor Name _____

Prelude: Yes _____ No _____ (up to :20 minutes before ceremony starts)

_____ # of Grandparents Seated

_____ # of Mothers Seated

Song for Grandparents / Parents: _____

Brides Maids Enter: Yes _____ No _____ (Number of Bridesmaids _____)

Song for Brides Maids: _____

Processional: Song for Bride to Walk: _____

Song During Ceremony: Yes _____ No _____

When does this take place _____ (Unity Sand / Candles) _____

Soloist: Yes _____ No _____ Name of Soloist _____ Is Microphone Required _____

Recessional: Song to Walk back up aisle : _____

(Magnolia Manor – ALL Audio must be set up on Groom side of garden. This includes singers, musicians, readers, or keyboards. They must be in line of sight of the board operator. No exceptions)

(We provide Music, PA and 1 Wireless microphone for Pastor..... Additional Equipment and Services for Wedding Ceremony * (note all equipment is state of the art)

- _____ Wireless Unit to make keyboard wireless (recommended) \$ 75.00
- _____ Piano Player\$ 500.00
- _____ String Quartet\$ 800.00
- _____ Perishing Rifle Military Honor Guard\$ 300.00
- _____ Barbershop Quartet\$ 700.00
- _____ Soloist\$ 400.00
- _____ Wireless Microphone – Sennheiser\$ 150.00
- _____ Music Stand \$ 25.00

Additional Singers, Readers that require their own mics will be billed accordingly.

If additional equipment is requested please be ready to pay additional charges. Thank you.

Reception Location (Time allotted 3 hours VALUE: \$1,200.00)

Reception Location: _____ Hall / Patio / Manor Reception Contact: JoAnn Blake

Time reception is to start _____ (Only if no ceremony at Magnolia Manor)

DJ Location: Inside _____ Outside _____ (Additional \$250 for dual set up)

Wedding Colors _____

Photographer _____

Videographer _____

Name and Phone of a person you have designated to drive your vehicle to the front of facility that you will be leaving in at the end of the reception. _____

Florist _____ Cake Supplier _____

DJ Attire: Tux _____ Jacket & Tie _____ Casual _____ Other _____ (Any rentals of attire must be paid for by the Bridal Party / No charge for Black Tux, Jacket & Tie or Casual)

Approximate time you and your wedding party will arrive _____

Dinner Type: Plated _____ Buffet _____ Number of guest's expected _____

We strongly urge you to have a seating chart at the reception. (If you have a buffet the DJ will invite the Bridal party to the buffet first followed by your guest.)

Name of your coordinator: _____

Since your bridal coordinator is busy during the wedding and reception, or if not there at all, Just Call Ben provides a Bridal Assistant, to help you when the coordinator is absent. She is not paid but it is customary to tip her at the end of the evening. THANK YOU.



If additional equipment is requested please be ready to pay additional charges. Thank you.

Unless otherwise noted the following will be the Time Line and flow of the reception.

Please note any changes so your entertainer will make proper adjustments.

After the Wedding...

_____ Announcement of Refreshments / Bar Open Location Safety Instructions / Bathrooms / Smoking / Emergency Exits

_____ Introductions of Wedding Party

_____ Blessing by _____

_____ Food Line Open / Meal Served

_____ Official First Toast

_____ Cake Cutting

_____ First Dance

_____ Father / Daughter,

_____ Mother / Son

_____ Open Dancing / Music

_____ Bouquet / Garter Toss

_____ Open Dancing / Music

_____ Official Leaving of Couple will be announced 20 minutes prior to end of reception.



If additional equipment is requested please be ready to pay additional charges. Thank you.

When you arrive at your reception, an introduction of your bridal party will be made if you desire. The DJ can introduce the Wedding Party by name or the bride and groom only.

Please list all members in the order they will walk down the aisle at the ceremony. This is the customary way to introduce the wedding party. It is important that the wedding party does not enter the reception venue before introductions are made. An introduction of ring bearer/flower girl is optional. The introduction of the parents can also be optional if it would create an awkward situation such as those resulting from remarriages, divorce, widow, etc.

Bride's Parents _____

Groom's Parents _____

Bridesmaid #1 _____

Groomsman #1 _____

Bridesmaid #2 _____

Groomsman #2 _____

Bridesmaid #3 _____

Groomsman #3 _____

Bridesmaid #4 _____

Groomsman #4 _____

Bridesmaid #5 _____

Groomsman #5 _____

Bridesmaid #6 _____

Groomsman #6 _____

Bridesmaid #7 _____

Groomsman #7 _____

Maid or Matron of Honor _____
(Please indicate which)

Best Man _____ (If Best Man is Grooms Father leave blank)

Flower Girl _____

Ring Bearer _____
(additional people list on back)

Bride and Groom (How you would like to be introduced) _____

(ANY INTRO MUSIC for Bride and Groom _____)

If additional equipment is requested please be ready to pay additional charges. Thank you.

Cake Cutting is usually done after the toasts or while the guests are completing their meal. This keeps the reception moving along and allows the guests to be served cake immediately after dinner. Most photographers also prefer this schedule. This is especially important if the photographer is only scheduled to be at the reception for a limited time.

Song to be played _____

Will there be a Groom's Cake to Cut? _____

Song to be played _____

(We strongly suggest not shoving cake in each other's face as this creates a mess in the hair, eyes, makeup and on the clothes. Some icing stains or burns in the eyes.)

Toasts by the best man and maid/matron of honor are usually done after everyone has been served; the bridal party has finished eating. The DJ will observe the progress of dinner and suggest a proper time for the toast. A microphone will be available for the Best Man and Maid/Matron of honor or anyone else wanting to toast the bride and groom. The three traditional toasts are listed. If no toast, Photos will be taken if you like of the Bride and Groom with toasting glasses.

Best Man's Toast Name _____

Maid/Matron of Honor Toast Name _____

Father of the Bride Toast Name _____

Newlywed Game (aka: Shoe Game) This event lasts no more than 6 minutes and links events together on the dance floor. The Groom and Bride sit in a chair back to back. Each has a Barbie and Ken doll (provided by DJ). When a question is asked, the couple then holds up the doll that best represents that person. IE: Who is most likely to be late for work?

TRADITIONAL DANCES

Bride and Groom dance (First Dance) at this time to a previously selected song of their choice. This is suggested since the toast, cake cutting, and first dance require everyone's attention and for the Bride and Groom to be together. The DJ will make the appropriate announcements.

Title: _____ Artist: _____

The father-daughter dance is next and a second slow song is played. Do you have a special song selected?

Title: _____ Artist: _____

If someone else is to dance with the bride instead of Father please enter their name introduction here: _____

The mother – son dance, the mother of the groom is invited to dance with her son.

Name/Intro: _____

Title: _____ Artist: _____

_____The bouquet toss is typically staged in the last hour of the reception. (We will operate this to work with your photographer's schedule). The DJ will need to know where to ask the single ladies to assemble. Once the bride is in place, he will either ask you to close your eyes or turn your back to the single ladies. Then he will "count down" the toss to heighten the suspense.

Song to be played _____

_____The garter toss follows. A chair is placed on the center of the dance floor and the best man is prompted to escort the bride to this seat. She sits with her legs crossed and facing the audience. Meanwhile your entertainer will get the single men to assemble in the appropriate area.

Song to be played _____

If additional equipment is requested please be ready to pay additional charges. Thank you.

Additional Special Dances

Y _____ N _____ Title: _____ Artist: _____

Notes: _____

Y _____ N _____ Title: _____ Artist: _____

Notes: _____

Y _____ N _____ Title: _____ Artist: _____

Notes: _____

Y _____ N _____ Title: _____ Artist: _____

Notes: _____

Dollar Dance

Some may refer to this as the Honeymoon dance or Money dance. The DJ will make announcements to assist in coordinating the dance. The presence of the Best man and maid/Matron of honor is also required. The Dollar dance is a long-standing Southern tradition. (For more information ask your DJ)

This lasts up to a total of 2 songs.

Anniversary Dance

This dance is to honor all of those who have been married for more than 1 hour. We start asking those who have been married to join the couple on the floor until the couples have assembled, floor is full of dancers. Then we start by asking and showing of hands who has been married longer.

Title: _____ Artist: _____



If additional equipment is requested please be ready to pay additional charges. Thank you.

The dancing atmosphere now is usually held to a moderate tempo and will pick up throughout the evening. The DJ will observe the audience and adjust the music as necessary

Some of the Line Dances that are available:

Electric Slide,
YMCA,
Cha Cha Slide,
Whip – Nae Nae,
Celebration,
Hot in Here,
Chicken Dance,
Love Shack,

K-Wang (Lyrics Warning)
Cupid Shuffle,
Apache (Jump on it),
Shout
The Wop
Biker Shuffle
The Wobble
Moves Like Jagger

Your DJ may take requests from your guests and play ONLY requests based upon YOUR music style selections. Please Select the music styles you want played at your event.

Complete Variety
90's
80's
70's
60's
50's

R&B
Big Bands
Country
Contemporary
Polkas
Waltzes

Top 40
Line Dances

Country

Rap

Alternative

Shag / Beach

Keep in mind your DJ can play between 60-70 songs in a 4-hour period..

Do you wish to bring music from your personal CD collection? Yes No

Your DJ has been trained to help your guests have fun and become part of your celebration through the use of icebreaker dances. If you are unsure of what an icebreaker dance is please contact your representative.

If you have a college fight song you want played

Are there any songs that you want your entertainer to play? _____

If so, please make a note of those songs here:

Please use the back of this page for additional requests.

Other questions:

Last Dance

This is an option, also. The song usually used is the same as the first dance song. A different song may also be chosen.

Last Dance? song and artist _____

The Music

This section is concerned with helping you to understand a few important facets of the music that will be played to make your wedding reception a success. Music comes in all styles. Casual or sophisticated; classical or rock; reggae or jazz; polka or pop. It is played loud or soft and fast or slow. It appeals to young and old. It can make you feel lively or lethargic. Music is a common element of everyday life, but for your wedding celebration, the music should be extraordinary and special.

Are there any songs that you want your entertainer to avoid playing? _____

Karaoke is available upon request but must be requested on this planner. (charge of \$150.00)



If additional equipment is requested please be ready to pay additional charges. Thank you.

Just Call Ben will provide a PA system, your selected music, microphone for DJ, announcements and toasts. The PA system is limited to one area for the reception. Either inside or out. Not both.

Will you need additional PA equipment for other areas, flood lights, or wireless microphones _____

_____ PA System for Patio Area	\$ 250.00
_____ Horse and Carriage Rides	See Magnolia Manor
_____ Wireless Unit to make keyboard wireless (recommended)	\$ 75.00
_____ Soloist	\$ 400.00
_____ Clemson Tiger Visit	\$ 300.00
_____ Wireless Microphones – Sennheiser	\$ 150.00 each.
_____ Music Stand	\$ 25.00
_____ Flood Lights for Meadow	\$150.00
_____ Air conditioning Fan (water cooled)	\$100.00
_____ Bubble Machine for Patio or Leaving	\$ 25.00
_____ Pipe and Drape (Black or White) 10 foot sections	\$ 50.00 per section
_____ Karaoke	\$ 150.00
_____ Video Production Equipment	See Magnolia Manor
_____ EACH additional hour of reception, billed in 1 hour units (DJ ONLY)	\$ 100.00

Photographer, videographer, and MM staff are additional charges separate from this contract, All must be willing to stay the extra hour(s) Day of event, last minute requests, will be billed and payment due at end of the event. Should you forget to pay, arrangements with Magnolia Manor will now result in our payment coming out of your deposit. We really hate that we have had to add this, but over the year's brides have incurred extra expenses and then refused to pay for them.

Age range of guests _____

We're happy to announce where you are going on your honeymoon, birthdays, anniversaries or any other special occasion or, if you like, you can use our microphone for your own announcements.

We at JustCallBen® know that this is probably the most important day of your life, and we are here to make your reception the best. Please don't hesitate to call us if you have any questions. We recommend that you provide a copy of this planner to your wedding coordinator and your event location. We want this part of your wedding to be stress free!



If additional equipment is requested please be ready to pay additional charges. Thank you.