

DJ Productions

Your Event with Taste and Elegance

Dear _____,

Thank you for selecting DJ Productions to provide the musical entertainment at your event. In choosing the professionals from DJ productions, you have taken the first step toward assuring that your celebration is everything you want it to be.

First and foremost I would like to offer my congratulations and say how much I've enjoyed talking with you about your event. Enclosed you will find your contract which should be returned with your deposit as soon as possible to reserve your date. Once we have received your contract, we will send you a reception planning kit. Once it has been completed, just return it to us (at least three weeks prior to the event date). **Keep in mind that details, such as the exact hours, the service that you choose, and any add-ons you might be interested in can still be changed later by revising your contract.** Also remember that we will make ourselves available to assist and advise you as much as necessary during the planning process.

We at DJ Productions understand that planning a wedding is one of the most stressful projects that most couples ever undertake. That is why we strive to provide our clients with the assurance that, once they have secured our services, the music is **one** thing they no longer have to worry about.

Once you have reviewed the enclosed forms, please feel free to contact us. We at DJ Productions believe that information is the key to a wedding day that you can enjoy with a minimal amount of stress. The more informed you are when making decisions about the plans for your wedding day, the more comfortable and confident you will be with those decisions and the less time you will spend second guessing yourself. The more information you have about our company and the quality of service we provide to our clients, the more convinced you will be that you have made the right decision about the entertainment for your special day. We look forward to working with you and to doing our part to help make your wedding day one of your most cherished memories.

Sincerely,

Joe Jeselnik

Proud members of the Burke County Chamber of Commerce
639 Cherokee Drive Waynesboro, Georgia 30830 * (706) 554-7079 * (706) 551-2621
Email: djproductions1976@yahoo.com

DJ Productions

639 Cherokee Drive

Waynesboro, Georgia 30830

Contractual Agreement for Services

This document represents a binding and contractual agreement entered into by DJ Productions (*hereinafter referred to as the contractor*) and by _____ (*hereinafter referred to as the client*) and is being issued by DJ Productions is hereby contracted to provide any or all of the following services; **1) reception planning assistance and services, 2) reception coordination services, 3) master-of-ceremonies services, and 4) musical entertainment services.**

DJ Productions will provide the necessary equipment and personnel for the services specified. The contractor understands that services are related to a (*type of event*) _____. This contract includes _____

The performance services will be provided in accordance with the terms below on (*day*) _____, (*date*) _____, at (*location*) _____. The performance will begin at _____ and end at _____, a total of _____ hours, to be paid under the following terms. (*Hours and services requested may be changed with proper notice at client's request*).

The client agrees to pay a total of \$ _____ for continuous music and entertainment services on the day of the event and for any of the above mentioned services offered to and performed for the client previous to and on said date. The client agrees that a non-refundable deposit of \$ _____ will be paid upon signing of this agreement to reserve that date and hours stipulated above. The balance of \$ _____ will be due and payable no later than the date of the event. Failure to clear any balance by the due date will release the contractor from the obligation to provide any further services. Additional performance time beyond that contracted for above may be agreed upon at the discretion of the disc jockey present, providing such extension of service does not conflict with other contractual obligations. Such overtime extensions will be charged at the overtime rate (*may be prorated to 30 minute increments*) in excess of those stipulated herein. **No gratuities are added to the cost of services on this contract. Should the client wish to show their appreciation for quality service, a gratuity (*optional*) of 5% - 10% is suggested, but is not required and will not be factored into costs outlines in this agreement.**

THESE CONDITIONS ARE HEREBY AGREED UPON BY:

CONTRACTOR: _____ **DATE:** _____.

CLIENT: _____ **DATE:** _____.