

DJ CHECKLIST

Is my date available? Date: _____

How long have you been in business? Years: _____ Months: _____

How many weddings did you do last year? # _____

Do you have liability insurance? Y / N

Can you provide a few references?

Name: _____ Phone #: _____ Type of event:

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What makes you different from your competitors? What is included in the cost of your services?

What is the backup plan should something happen to the DJ?

Is it your practice to setup with signs or banners? Signs could prove to be a distraction.

How will the DJ be dressed at my wedding?

Who will be the actual DJ at my wedding and how long have they been a DJ?

DJ CHECKLIST

Will the DJ be the MC? Y / N

Has the DJ done so before? Y / N

How many events have you DJ'd before and what kinds have done?# _____

Will you provide a microphone for toasts and announcements? Y / N

Do you have a cordless microphone? Y / N

What do you require for setup? (Power source? Table & linen? Shade? Stage?)_____

What type of equipment do you use? Do you have backup gear?

Do you provide lighting? Y / N

How many breaks will you require?# _____

Will there be background music for our breaks? Y / N

Can you provide me with a sample playlist for a typical wedding?

Do you have a list of songs that I can pick and choose from?

Will music be played during cocktail hour and/or dinner? Y / N

Can I be involved in music selection for my wedding? Y / N

Can my guests make song requests? Y / N

Are you willing to accept a "DO NOT PLAY" list? Y / N

What would you do to motivate my guest if no one is dancing?

Will you require a meal? Y / N

DJ CHECKLIST

How much do charge for overtime should my event run late? \$ _____

What method of payment do you accept?

Do you require a deposit to hold my date? Y / N

When is the final payment due? Date: _____

What is your cancellation policy?

Can I see a copy of your contract? Never sign a contract without reading it first!

Do you charge for travel? Y / N

Do you have a surcharge? Y / N