

Hiring the Reception Band or DJ Checklist

- Ask for a tape of each band's live music, or a video of a DJ performing (but don't make your decision based solely on tapes). Ask if it's possible to see each band or DJ in action (you may be able to poke your head into another reception).
- When you see each band or DJ perform, notice:
 - Stage presence/voice
 - Interaction with the crowd
 - Whether the music is continuous and/or has smooth transitions
 - If the band or DJ seems comfortable/in control
- Call references and ask:
 - Did the crowd enjoy themselves? Did people dance?
 - Did the band or DJ play most of the songs on their playlist?
 - Did the correct musicians show up at the event, as expected?
- Book your favorite band or DJ by phone. Send a fax to confirm.
- Finalize decisions as to:
If a band, how many musicians, and what instruments _____

- Music to be sung or played:
First dance _____
Father/daughter _____
Mother/son _____
Last dance _____
- Request a contract and review for the following critical points:
 - Name and contact information for you and the vendor
 - Your wedding date, address of location, and exact arrival time
 - Whether the bandleader or DJ will also serve as MC
 - The number of hours the band or DJ will work
 - Any equipment you or the site needs to supply—chairs, tables, music stands, amplifiers
 - Equipment the band or DJ will supply
 - Must-play songs (or date by which you need to supply song list)
 - Any songs you definitely *don't* want played
 - Any agreements for you to supply CDs or sheet music
 - What the musicians or DJ will wear
 - Total price
 - Overtime rate, should your reception run long
 - Deposit amount due
 - Balance and date due
 - Cancellation and refund policy
 - Bandleader or DJ's signature
- Sign final contract.