

ELOISE

WEDDING PLANNING GUIDE

QUESTIONS TO ASK YOUR DJ

9-6 MONTHS BEFORE YOUR I DO'S

A fantastic DJ or band will create the ambience for your ceremony and keep the dance floor packed all night long. If you're open to exploring a number of DJs and bands, then a good rule of thumb is to start the process about nine to six months before your wedding, so that you can check out each prospective DJ/band in action.

PRO TIP : Have an idea of the kind of music you want for your ceremony and reception prior to going to your consultation. Keep in mind your style. Do you want an all night dance party with lots of energy? Or are you looking for a more relaxed reception? You can create a playlist through Spotify to give your potential DJ/band an idea of the music style you like.

QUESTIONS TO ASK YOUR DJ

Name of business: _____

Name of person doing consultation: _____

Who will be the DJ at our wedding? _____

Contact info:

Phone: _____

Email: _____

Do you have our wedding date open? YES NO

What is the process to book with you? (contract, deposit, payment schedule)

Contract info: _____

\$ Deposit and payment: _____

What is your cancellation policy? _____

Do you have a travel fee? YES NO \$ _____

Do you have travel restrictions? YES NO _____

Who will be our point of contact if we have questions during the wedding planning process?

How many weddings have you done? _____

Can your describe your style? _____

TIP : This is a great question to get an idea of how much experience your DJ has in general. Years are not a good gauge of experience since some DJs work part time and only do a couple weddings a year on weekends. Or, maybe they have 1-2 years of experience but they have done 60+ weddings.

QUESTIONS TO ASK YOUR DJ

What's your rate and what's included? \$ _____

How many hours does this include? _____

How much do you charge if we need you earlier \$ _____

Does your rate include setup and breakdown between ceremony and reception locations? YES NO
\$Fee _____

Are there any other services that you provide, such as lighting design or a photo booth?

What is the fee? \$ _____

How extensive is your music library or song list? What genres can you cover? _____

Do you have a go-to list of wedding songs you play or perform for weddings? YES NO _____

If the DJ or one of the band members scheduled for our event is unable to perform for some reason, do you have a backup replacement ready to go? YES NO _____

Do you act as the emcee and make all of the announcements? YES NO _____

What will you wear to our wedding? _____

What do you do to motivate the crowd if nobody is dancing? _____

Do you take requests from our guests? YES NO _____

Can we submit a "Do Not Play" list? YES NO

Do you take breaks? How often? What happens to the music during that time? _____

TIP : Why do you need to know this? You never know what your guests are going to end up requesting. Having a do-not-play list reduces your chance of hearing a song you don't want.

QUESTIONS TO ASK YOUR DJ

What information do you need from us before the wedding day? _____

Can you provide wireless mics for an outdoor ceremony? YES NO

Is there a fee? YES NO \$ _____

Does any of your equipment require special electrical outlets that we need to inform our venue about? YES NO

The Eloise provides audio equipment for indoor ceremonies and speeches. (microphone, built-in speakers, aux for audio hook up for videographers).

What kind of space or stage do you require for the DJ or band? If our venue doesn't provide what you need, will you make arrangements for the stage or are we responsible for renting it?

How much time will you need for setup, sound check, and breakdown? _____

What time will you arrive at the venue and when will you depart? _____

How do you prefer to communicate? TEXT EMAIL PHONE

Email: _____

Phone number: _____

How frequently will you be in touch? What are your communication expectations? (frequency and type)

When is our deadline for submitting our music requests and event details? _____

Do you (and each band member, if you're booking a band) require a meal? YES NO

What is your company's policy on employees drinking alcohol and smoking during the wedding? _____

Are there any additional fees that could accrue that we haven't discussed? _____

Is there anything we should know about your services that we haven't talked about?

QUESTIONS TO ASK YOUR DJ

[illegible]

PROS OF CHOOSING THIS VENDOR

CONS OF CHOOSING THIS VENDOR

Final Thoughts