

## **Our Planning Process**

Careful attention to detail is an important step in the planning and success of your wedding reception entertainment. Here is a summary of the steps we typically take to ensure that your wedding reception is fun, relaxed and worry free.

### **First meeting and consultation**

Ideally, we prefer to meet you in person to discuss your needs, learn about your vision of your wedding reception and get a feel for your personality and style. A meeting also gives you an opportunity to ask us questions and take advantage of our expertise. We can offer ideas and suggestions that you might not have thought of, that may be very helpful to you. We can do quotes over the phone or via email, however nothing replaces the benefits of a personal meeting.

### **Proposal**

After our initial meeting and discussion, we will prepare a more detailed and accurate price quote, taking into account all your wedding needs.

### **Contract**

If our price quote is acceptable and you are ready to get started, we'll prepare our Client / DJ contract for you to review. That way, you'll know exactly what our services are, and have the peace of mind of seeing it in writing. The signed contract along with your initial deposit will hold your date and DJ for your big day.

### **First round planning**

We are available for unlimited email and phone follow up consultations to help you with, ideas, tips and suggestions, as well as to answer your questions about any aspect of your wedding, ceremony and reception. We will even do a "site survey" at your reception location if you wish.

### **Follow up planning**

We are available for unlimited email and phone follow up consultations to help you with suggestions, ideas, tips and information, as well as to answer your questions about any aspect of your wedding, ceremony and reception. You can count on us for help every step of the way.

### **Second meeting and consultation**

As your special day approaches (usually about 6 to 8 weeks before), we'll meet with you again to review the details of your wedding ceremony and reception. We want your wedding day to be perfect and leave nothing to chance, especially your music and entertainment.

### **Third meeting, consultation**

Generally about 3 weeks before your wedding day, we'll meet with you again, either in person or on the phone to recap and finalize all your details such as; announcements, introductions, cake cutting, special dances, specialty music and more. We want your reception to be perfect and to go exactly as planned. This is also the time that your balance (the difference between your quote and any deposits) is due.

### **Your big day!**

On your wedding day, we arrive about 60 minutes ahead to load-in, set up and sound check. We'll coordinate with all your other on site vendors (Maitre de, banquet captain, photographer, etc). We take a tour of the venue to be sure everything is in place, ready to go. 30 minutes before your guests are expected to arrive, your DJ will be in place, ready to make your reception fun, relaxed and worry free.



**Vernon, CT 06066 USA - 800.970.5151**

[www.PartyProDJ.com](http://www.PartyProDJ.com) - [laangel@partyprodj.com](mailto:laangel@partyprodj.com)

© 1998-2011