

Band / DJ Checklist

Dance the night away with this all inclusive checklist! Once you

MAKE SURE YOU . . .

Meet with several different bands/DJs. Keep in mind which features they offer and what you like about each one.

FAVORITE FEATURES #1: _____

FAVORITE FEATURES #2: _____

- Read reviews/call references
- If booking a band, listen to some demo music/ attend a live performance
- Confirm reservation in writing (email or hardcopy)
- Finalize your music vendor decision

CONTACT	PHONE
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EMAIL	WEBSITE
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- Meet with music vendor 1-2 weeks prior to event
- Share your list of music with your vendor
- Finalize any details needed (especially for ceremony music)
- Other: _____

REVIEW YOUR CONTRACT

- Are all the names correct?
- Is contact information correct?
- Are date and times correct?
- Is venue location specified? (Provide address to band/DJ)

ADDRESS: _____

Set up time specified? **TIME:** _____

Is your music vendor performing at the ceremony as well?

Are setup fees included?

FEES: _____

Deposit specified? **DEPOSIT:** _____

Balance due date specified?

BALANCE DUE: _____ **DATE:** _____

Cancellation policy clear?

Detailed description of music expectations is clear?

Is there a list of anything you are renting?

Is the name of DJ/Performer working your event specified?

NAME: _____ **PHONE:** _____

Other: _____

SIGN THE FINAL CONTRACT!

Highlight



BAND/DJ CHECKLIST CONTINUED

DECIDE ON YOUR MUSIC DETAILS

- Ceremony Music: _____
- Court Introduction: _____
- Presenting the Quinceañera: _____
- Crowning of the Quinceañera: _____
- Last Doll Presentation: _____
- Shoe Changing: _____
- Quinceañera Waltz: _____
- Father-Daughter Dance: _____
- Toasting Music/AV Needs: _____
- Other: _____
- Other: _____
- Other: _____

MUST PLAY SONGS

DO NOT PLAY SONGS
