

# Amplified Mobile DJ

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## INVOICES AND DEPOSIT

A 50% deposit or prepayment is required to reserve your date. Your date is not secured until payment is received. If you only paid the deposit portion, the remaining balance will be 30 days before your event. You will receive an email reminding you of when that is due. You will be able to pay your remaining balance via the invoice link you receive in that reminder email. Please note, your balance **MUST** be paid the day prior to your event. We do not accept cash payments on the day of the event. If your balance is not paid in full the day prior to your event, your DJ services will be canceled and your deposit will not be refunded for any reason.

## CANCELLATIONS

Events are non-refundable in the event of a cancellation by the client, weather, or emergencies. In the event that the event is paid in full, and the event is canceled, we will offer a reschedule on open dates only. If the date is unavailable, your monies will be refunded minus the deposit. In the event of an emergency to the DJ, the DJ will give the option of a sub DJ or full refund of all monies, including the deposit within 7 days.

## REHEARSALS

Please note that your DJ will not be coming to your rehearsal unless you have booked us for rehearsal coordination. We will be glad to provide rehearsal services for you at an additional charge of \$300 per hour on unbooked days. Timing of songs will not be an issue. Your DJ will be live mixing at your ceremony and will be able to lengthen or fade any song as according to your wishes and wedding timing. This helps in situations like if the flower girl is shy and lags behind. We will be able to allow her to take her time without worrying if the song will run out. The benefit of live mixing is that the DJ will adjust music to the flow and timing of the ceremony.

## PLANNING FORMS

You will find the planning forms attached to this email. These are the forms that have all the information that we will need to make your day perfect! They are due at least 7 days prior to your event. This allows us time to create any customized music and prepare for the event. Please note, if the forms are not turned in at least 7 days prior, we will not be able to guarantee that specific songs that you request customized will be available.

## ADDITIONAL HOURS OR OVERTIME

Hourly rate for the DJ over the booked time frame is an additional \$300 per hour and is to be paid prior to completion of services. If extended time is requested that is unplanned, additional time will need to be accepted and approved by the DJ, otherwise, the event will be wrapped up at the contracted time.

## POWER SUPPLY

Please note that if the venue does not have a grounded power supply, a portable silent generator will be required and is an additional \$100 fee and be supplied by the DJ only. We must have at least 7 day notice that a generator needs to be supplied. The power supply will need to be in at least 6 foot of the DJ area and will not be able to stretch cords across area walkways. You will not need power for small events or ceremony set ups lasting less than 1 hour for music only. If you request the use of wireless lapel mics, a power supply will be needed at the ceremony site. Wired stand mics will be available for ceremonies without a power supply if needed.

## PLAY TIMES

The hours that you have requested and were quoted for are the play times of the event. This is only the times that the event is happening. We do not charge for set up or take down hours unless it is required that we set up earlier in the day or the previous day, otherwise, a \$100 charge will be assessed for a split event.

## SET UP AND TAKE DOWN

Please allow an hour and a half prior to your event and one hour after the event for us to set up and take down equipment. You are not charged for this time. If you have to be out of the venue at 11pm, please note that we will have to stop all music at 10pm to be able to have enough time to load equipment.

## OUTDOOR EVENTS AND SHELTER

If your event is an outdoor event, we will need to take into consideration the weather permitting. This includes extreme cold, heat, rain, wind, snow, and ice. We are unable to perform outdoors in these conditions without proper shelter. If shelter is not provided, we reserve the right to seek or create a proper shelter if able. If no shelter is available and a shelter tent is not enough to accommodate, we reserve the right to stop services. Refunds will not be issued due to weather without proper shelter.

## STAIRS

In the event that your venue has stairs, please notify us. We will need to prepare for additional equipment handling. An additional \$75 will be assessed for venues with stairs.

## DJ SET UP AREA

Please reserve an area for the DJ, preferable located at the dance floor if you will be dancing. It allows for good interaction with the crowd. An area of at least 6ft X 6ft is needed. This gives room for our tables, equipment, speakers, and lighting. The area needs to be free of walkways and traffic.

## TRAVEL FEES

We do not charge for travel for events within a 100 mile radius of Johnson City Tennessee. For events outside of our travel area, a \$250 fee is assessed for mileage, gas, and hotel stay.

## PARKING

Please allow easy access to the set-up location at the venue. Additional charges may apply for equipment hauls or the need to move fixtures to set up equipment.

## TIMELINE MANAGEMENT

After we receive your completed forms, we will collaborate the information and create a timeline for the event. If you have a planner or photographer that has already created a timeline for you, please email that information to us when you turn in your forms. The timeline we create will have your songs and details on it from your forms and will be the guide that we use during your event to keep everything on schedule. We will be prompting the events during the day according to this timeline. We will send the timeline for you to review the details at least 3 days prior to your event so you can communicate any changes or errors.

## MICROPHONE USE

: If you or your officiant needs a wireless microphone, we use Shure lapels. In order to use lapel microphones, your area will need a power source. If your area does not have a power source, wired mics on stands can be used. Microphones will be available for speeches only. We do not allow guests to sing through or walk around with microphones unless it is planned and approved. This decreased the risk of multiple people speaking at the wedding. If you have multiple speakers, a stand mic will be provided for ease of use. If you are requesting mics for karaoke, an additional fee is assessed.

## LIGHTING

We provide basic stage lighting free of charge with your quoted amount. If you request elaborate stage and dance lighting and/or fog, an additional \$150 is assessed.

UPLIGHTING: We provide complete room uplighting for an additional \$250. This uplighting creates a softer mood and appearance to the room and can be requested in any color or combination of colors, fades, or tempos.

## KARAOKE

If you choose to have karaoke, we have a lyric screen, unlimited database, and 2 mic set up for karaoke. The mics will be set on the stage via stands near the lyric screen. There is an additional charge of \$150 for karaoke per hour. Please note that for weddings, karaoke will only be available at the times you request, generally towards the end of the evening. Karaoke services will not be provided unless agreed and paid prior to the event.

## DIGITAL PHOTOBOOTH

Our digital photobooth is an IPAD based system that is interactive. Your guests will be able to choose to take a picture, gif, boomerang, or 15 second video. They will chose to send their picture to their phone by SMS, email, or social media. We will send you a link with all of the media taken in the photobooth within 7 days after the event. Basic customized backdrops and theme props are provided. Please note, if you are requesting a particular theme or style of backdrop, you must inform us within 14 days of your event to allow shipping of the requested style of products. There is no additional charge to you for this. You may also use your own custom backdrops or even event scenery as the background. Prints are available for an additional \$150.

## VISUAL PROJECTION AND SLIDESHOW DISPLAY

Visual projections or picture/video slideshow screen displays are available at an additional charge of \$100. Please email all pictures or media to us at [amplifiedmobiledj@gmail.com](mailto:amplifiedmobiledj@gmail.com) within 10 days of your event to allow reformatting to our system.

## CENSORING

All of our music played is automatically censored. I do have super censored versions of songs if this is requested. Since there are multiple ages that attend weddings, music will be respectfully selected according to the crowd.

## CUSTOMIZED SONG MIXING

We have the ability to customize music, mix music, and create voice overs or add voices or speeches to songs or background music. This service is free. Please speak with us about your requested creation at least 10 days prior to your event to allow time to record any media.

## CEREMONIAL VIOLIN

I do offer ceremonial violin on occasion. There is an additional \$150 fee for this service and music must be requested within 30 days of your event to allow preparation of the music.

## EQUIPMENT DAMAGE

Please note that any equipment that is damaged including damage from spilled drinks, weather, theft, photobooth damage, or mishandling/abusing microphone use will be billed to the client/host.

## NOISE ORDINANCES

Please check with your venue to see if they have a neighborhood noise ordinance and relay this information to us. It will determine which equipment we bring to be able to remain within the standards.

## CLUB SOUND SYSTEMS

We use top of the line equipment with the newest sound technology. Our basic system will be more than enough for partying, announcing, and dancing. If you request an extreme bass or club sound, an additional charge of \$100 will be assessed for extra equipment use. Please allow 7 day notice to allow equipment handling.

## THREATENING SITUATIONS

For the safety of our DJs, the guests, and the public, any unruly actions and/or distractions, threats, verbal abuse, harm to equipment, riots, illegal behaviors, or an interruption of the DJ's performance lasting longer than 10 minutes will result in the cease of performance without refund. Please note that in the event of an abusive situation, it is the hosts responsibility to handle the situation appropriately and remove the subject. DJ will make a 5- minute warning announcement prior to ending the event.

## PLANNING SERVICES

A designated coordinator is required for all events. If you are not working with a wedding planner and need help with ideas, coordination, and day of management, we offer basic planning services and day of coordination for an additional charge of \$500 per 4 hours then an additional \$100 per hour after. Coordination services must be paid in full up front. Last minute coordination services that are booked with 30 days or less remaining to the event, are \$750.

## MUSICAL BINGO

We offer Musical Bingo! This is a fun interactive game where people mark off the song they hear on their bingo cards. We do provide prizes, cards, and markers for this game. You can add musical bingo to your event for an additional \$100.

## LICENSE AND INSURANCE

Amplified Mobile DJ is licensed and insured. Our limited liability policy may be required at certain venues. Please let us know if you will need a copy of that declaration.

## VENDORS

We will coordinate with your vendors at the event to make sure that everyone is accommodated. For example, party lights will not be running during your first dances or dinner...the lights can affect for picture quality. If we are announcing table dismissal for dinner, we will coordinate with the caterers to make sure the lines stay consistent and your guests are informed on how to get their food. If any of the vendors request our information to prepare for the event, please feel free to give out our information. We will be more than happy to speak with anyone to make your event perfect.

## PICTURES

Please feel free to use or tag us in any pictures that you would like. Your photobooth pictures are yours and you will have full release to post them. Please tag us at @amplifiedmobilej on social media

## REVIEWS

Your review and experiences are what helps future clients plan their vendors. We would love your review! You are able to review us on Google, Facebook, and Bark.

## REQUESTS AND DEDICATIONS

You are welcome to allow or not allow us to take requests or dedications from your guests. If you do allow requests, we will only play censored versions of those songs and only when and if it is appropriate according to the respect to the crowd. We do reserve the right to refuse a song if it is not available or appropriate. We only play professionally recorded songs. Our database is unlimited to those songs.

## DINNER TABLE RELEASES

If you have reserved tables or are wanting to release tables, we are able to do that by number or song. If you choose to have tables released by song, we can provide the songs and song cards for the tables. We will announce to the guests to help themselves to dinner when they hear the song that is displayed on their table card. This reduces the amount of microphone time, allowing your guests to enjoy each other more and can be a fun way to loosen up the mood if you want to use fun songs.

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\* Signature required

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