



**So you need to hire a DJ/Entertainer for your wedding or special event! You have no idea where to start and you see so many different choices and price ranges! You are wondering what the differences are between services and what questions should you be asking them when talking with them. Lucky for you that you came to D & T Productions! We have compiled a list of both questions and answers to help you in the pre screening process!**

**-For Starters-**

1-**Question**- Do you have the date in question open? This should be your first question with any vendor, because if they do not have your date open then any more questions are useless.

-**Answer** – There are 2 ways to verify your date is available. The first is to use our date checker that is located on our website, and the second is to call and talk with one of our planning professionals. Either way will get the planning process started.

2- **Questions**- Have you done an event like mine before?

-**Answer**- D & T Productions has been doing all types of events around the Michiana area for over 15 years. Odds are we have done an event such as yours before. D & T Productions has done everything from weddings to corporate events to parties to fashion shows. We are a full service entertainment company that has worked with clients such as Notre Dame, WSBT radio, Planet Radio, Four Winds Casino and Goodwill.

3-**Question**- How long have you been in business?

-Answer- D & T Productions has been in business for over 15 years. We have been able to stay in business by providing great customer service coupled with high energy performances and an ability to read and control any type of crowd!

4-**Question**- How many events of my type have you done? How many events do you book in a day?

-**Answer**- D & T Productions has been providing high energy events for over 15 years. We average 40 weddings a year and anywhere from 15 to 20 private events, not including any bar or night club work. While we do lots events, we never plan more than 3 events in a day. That gives us back up entertainers should the need arise.

5-**Question**- How far in advance do I need to secure my date?

-**Answer**- D & T Productions recommends securing your date no later than 6 months prior to the event. We book as far out as 3 years though, our entertainers are in high demand, especially on popular dates.

6-**Question**- Can you provide me with any references or testimonials?

-**Answer**- D & T Productions can provide both written third party controlled testimonials and actual previous client references upon request. We can also set up a visit to an actual performance given enough time and client approval.

7-**Question**- Do you offer any other services, such as lighting?

-**Answer**- D & T Productions is proud to offer not only traditional DJing, but video DJing as well. We also offer Mr. Picture Booth brand photo booths, as well as up lighting, monogram lighting, spotlight service and much more. We encourage you to contact one of our event planners to find out more!

8-**Question**- What sets your company apart from everyone else?

-**Answer**- D & T Productions staff stays up to date in all styles of music. We take pride in our mixing abilities and our emcee skills. We have taken years to refine our skill sets to be able to provide you with the best of both worlds when it comes to DJing. By both worlds we mean we are able to provide the dignified, classical wedding or private affair entertainer, while being able to supply the high energy club atmosphere when appropriate. Not all entertainers are created equal. Be sure to do your homework before you hire yours. We hear horror stories almost every day of how a so called club DJ ruined a wedding reception because they were unfamiliar with how a wedding or reception is laid out. If you have questions, one of our event planners will be happy to help you in your journey to finding the perfect entertainer for your event!

## **-Pricing and Contract Details-**

9-**Question**- What are your price points and are there any hidden charges, such as mileage or any set up fees?

-**Answer**- D&T Productions pricing depends on your type of event. We do not have a flat fee for all events. Our pricing is different for weddings and private events. The reasoning for this is that we have more planning for a wedding than a party or private event. Most wedding will require 30 to 40 hours of planning prior to the event, while most parties or private events will require 10 to 15 hours of planning. D&T Productions also never has any hidden fees. We never charge for set up or break down. Mileage may occur if you are over 25 miles from our South Bend office. This is taken on a case by case scenario. If you have question please contact one of our event planners.

10- **Question**- How much is your retainer and when is the final payment due?

-**Answer**- D&T Productions policy for retainers is that the total retainer is 25% of the total balance of the event. Our retainers are non refundable and are required to consider a date booked. The final balance is due no later than one (1) week prior to the event.

11-**Question**- If I want my entertainer to stay the night of the event, what are your overtime rates.

-**Answer**- D&T Productions overtime rates are charged at \$200.00 per hour and must be paid prior to the hour.

12-**Question**- Do you have a contract?

-**Answer**- D&T Productions has a comprehensive contract that lists everything pertinent to the event. It is designed to protect both you the client, as well as us, the entertainer. The contract is filled out at the time of booking and is also required to consider the date booked.

13-**Question**- What is your refund or cancellation policy?

-**Answer**- While we never want to have to use it, we do have the following policy pertaining to cancellations. All retainers are NONREFUNDABLE. If the event is cancelled 91 days prior to the event then there are no cancellation fees. If the event is cancelled 90 days or sooner, then the entire balance is due, regardless of reason. The reason

behind this policy is quite simple. We feel that we will not be able to book the date if it is cancelled within 90 days.

14-**Question**- Do you carry any type of liability insurance?

-**Answer**- D&T Productions carries a liability insurance policy of \$1,000,000.00. We can have your venue made a beneficiary of our policy if they require it, at no charge to you.

15-**Question**- Can you assist me in planning my event?

-**Answer**- D&T Productions not only takes pride in our day of performances, but our event planning as well. Our event planners will be more than happy to help plan any and all aspects of your event. From our comprehensive planning forms to our song selection recommendations, you can count on D&T Productions to help you plan the event you have envisioned!

16-**Question**- Can we choose which entertainer we want?

-**Answer**- D&T Productions encourages you to hire the entertainer that you are most comfortable with. All of our entertainers are highly trained and well versed at all aspects entertaining!

17-**Question**- What happens if my entertainer is unable to perform at my event?

-**Answer**- D&T Productions has entertainers on reserve in the event that your entertainer is unable to perform for your event. This is one of the reasons our customers love working with us, it is that added extra piece of mind that their DJ will not show up!

18-**Question**- Do you carry back up equipment?

-**Answer**- All of our DJ's carry backup equipment to every event.

19-**Question**- Are cordless microphones available for use at my event?

-**Answer**- All of our entertainers have a cordless microphone that is used at every event. Whether it is a corporate event or a wedding, rest assured you will have access to our cordless mics!

20-**Question**- What kind of lighting is included with our DJ?

**-Answer-** All of our entertainers supply a great mix of colored flood lighting, intelligent lighting and laser lighting for the dance floor. There are no additional charges for our dance floor lighting either.

21-**Question-**What are your requirements for electricity?

**-Answer-** Our standard electrical requirement for one of our entertainers is two (2) 20 amp electrical feeds no farther than 20 feet from where the entertainer is going to be setup. If you are booking any other service additional electricity may be required.

22-**Question-** How large are your song libraries?

**-Answer-** Our song libraries are very extensive, we have thousands upon thousands of songs. Our music libraries start in the 1920's and includes all mainstream style music played today. Our library is ever growing and we buy music almost every day, so if there is a song that you want played, just ask. I am sure we have it.

23- **Question-** How much space do you require?

**-Answer-** Our entertainers only require a 6 foot table. We can provide a table and skirt at no charge to you if need be. We do like to be set up next to the dance floor area, if possible though. It will make for easier transitions and crowd participation.

24-**Question-** How much time do you need to set up and tear down and how many people from your company will be there? Also, do they need to be included in my dinner count

**-Answer-** As a rule of thumb, we like to be able to set up 1.5 hours prior to the event. If more services are booked then the set up time will be greater. How much staff will be present at your event is dependent upon how many of our services are booked. As for including our staff in your event dinner, it is entirely up to you. While we appreciate being included, it is not necessary.

25-**Question-** What will happen when the DJ takes a break?

**-Answer-** Our entertainers will never stop the music to take a break. Unlike a live band, we do not require a break. This is one of the major advantages of using an entertainer like ours as opposed to a band.