

# Wedding Reception Packet



**JASO**  
PRODUCTIONS

Contract  
Timeline of Events  
Wedding Party  
FAQ

# Congratulations!

Congratulations on your upcoming wedding, but before we get too close to the date, its time to get some of the paper work out of the way. Enclosed you will find a contract, timeline of events, wedding party list and FAQ.

Please sign the contract entitled "original copy" and return it ASAP. The customer copy version is for your records. The timeline of events and wedding party list can be returned any time prior to the reception date. The FAQ is yours to keep, along with the brochure.

If you have any questions, please feel free to contact me at [jmussel2@gmail.com](mailto:jmussel2@gmail.com) or by phone at (309) 238-8109. Once again, congratulations and we look forward to serving you!

Sincerely,

Jason Musselman  
Owner

\* Don't forget that you can request certain songs to be played and NOT to be played! Just let us know!





# EVENT CONTRACT

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AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter referred to as the Purchaser, and Jaso Productions, hereinafter referred to as the DJ.

## WITNESSETH

NOW THEREFORE, in consideration of the promises and the agreements herein contained and intending to be legally bound hereby, the Parties do agree as follows:

1. The Purchaser hereby engages the DJ to provide a DJ Service. The service to be performed at Event Location:

(Venue): \_\_\_\_\_

(Address): \_\_\_\_\_

(Phone #): \_\_\_\_\_

2. Jaso Productions hereby agrees to provide a DJ Service for the Purchaser at the above-mentioned location.

3. The said DJ Service shall consist primarily of providing musical entertainment by means of a recorded music format.

4. Jaso Productions hereby agrees to render his professional services and is at all times to have complete control of his program.

5. The Parties hereby agree that the DJ Service shall be provided and accepted on the following date(s) and time(s) of the engagement:

**Date(s):** \_\_\_\_\_.

**Start Time(s):** \_\_\_\_\_ AM/PM

**Finish Time(s):** \_\_\_\_\_ AM/PM

6. The Purchaser in consideration of the DJ Service to be rendered by the DJ, and the mutual promises contained herein, hereby agrees to pay to the DJ the following consideration:

A non-refundable **reservation fee of \$ \_\_\_\_\_**, is required to secure the services of Jaso Productions for the engagement. This amount shall be applied toward the Performance Fee.

The **Performance Fee is \$ \_\_\_\_\_** for the time frame outlined above.

## Additional Terms and Conditions

The agreement of the DJ to perform is subject to proven detention by accidents, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond their control. If such circumstances arise, all reasonable efforts will be made by Jaso Productions to find replacement entertainment at the agreed upon fees. Should Jaso Productions be unable to procure a replacement, Purchaser shall receive a full refund. Purchaser agrees that in all circumstances, Jaso Productions liability shall be exclusively limited to an amount equal to the performance fee and that Jaso Productions shall not be liable for indirect or consequential damages arising from any breach of contract.

All deposits are nonrefundable if cancelled within 30 days of the engagement unless the DJ cancels the engagement.

The purchaser and DJ agree that this contract is not subject to cancellation unless both parties have agreed to such cancellation in writing. In the event the Purchaser breaches the contract, he or she shall pay the DJ the amount set forth above as "Wage agreed upon" as liquidated damages.

It is hereby further agreed; that the Purchaser shall be held liable for any injury or damages to the DJ, or property of the DJ, while on the premises of said engagement, if damage is caused by Purchaser or guest, members of his organization, engagement invitees, employees, or any other party in attendance, whether invited or not.

It is understood that if this is a "Rain or Shine" event, Jaso Productions' compensation is in no way affected by inclement weather. For outdoor performances, Purchaser shall provide overhead shelter for setup area. The DJ reserves the right, in good faith, to stop or cancel the performance should the weather pose a potential danger to him, the equipment, or audience. Every effort will be made to continue the performance. However, safety is paramount in all decisions. The DJ's compensation will not be affected by such cancellation.

In the event of circumstances deemed to present a threat or implied threat of injury or harm to Jaso Productions' staff or any equipment in Jaso Productions possession, Jaso Productions reserves the right to cease performance. If the Purchaser is able to resolve the threatening situation in a reasonable amount of time, Jaso Productions shall resume performance in accordance with the original terms of this agreement. Purchaser shall be responsible for payment in full, regardless of whether the situation is resolved or whether Jaso Productions resumes performance. In order to prevent equipment damage or liability arising from accidental injury to any individual attending this performance, Jaso Productions reserves the right to deny any guest access to the sound system, music recordings, or other equipment.

Purchaser shall provide Jaso Productions with safe and appropriate working conditions. This includes a 6-foot by 6-foot area for setup, space for setting up speakers and lighting stands. Jaso Productions requires a minimum of one 15-20-amp circuit outlet from a reliable power source within 50 feet (along the wall) of the set-up area. This circuit must be free of all other connected loads. Any delay in the performance or damage to DJ's equipment due to improper power is the responsibility of the purchaser. Two circuits are preferred, where possible. Additional outlets on SEPARATE circuits for lighting (if contracted for) are required. Purchaser shall provide crowd control if warranted; and furnishing directions to place of engagement. Purchaser is responsible for paying any charges imposed by the venue. These charges may include, but are not limited to, parking, use of electric power, and fire marshal if necessary (for use of fog).

The Purchaser shall at all times have complete control, direction and supervision of the performance of Jaso Productions at this engagement and Purchaser expressly reserves the right to control the manner, means and details of the performance of the services of Jaso Productions. A written event/music planner or music request list must be received from the Purchaser and forwarded to Jaso Productions at least two weeks prior to the date of the engagement for it to be included in Jaso Productions programming guidelines. With or without the aid of an event/music planner or music request list, Jaso Productions shall attempt to play Purchaser's and Purchaser's guests' music requests but shall not be held responsible if certain selections are unavailable. Jaso Productions will make an extra effort to have music requests available if they are received IN WRITING at least two weeks prior to the engagement.

In the event of non-payment, Jaso Productions retains the right to attempt collection through the courts. Purchaser will be held responsible for all court fees, legal fees, and collection costs incurred by Jaso Productions. Purchaser shall be charged \$25 for each bounced check plus a \$7.50 service charge for each collection notice.

This agreement guarantees that Jaso Productions will be ready to perform at the start time of the engagement. No guarantee is made as to Jaso Productions time of arrival; however, Jaso Productions requests that they be permitted \_\_\_\_\_ minutes before the engagement and \_\_\_\_\_ minutes after the engagement for setup and takedown. Jaso Productions also requests ramp or elevator access between the parking/service entrance and the setup area. If the venue requires setup or takedown in less time, or if equipment must be carried up stairs or lifted onto a stage to reach the setup area, additional labor may be charged.

Engagements within the Greater Peoria Area will not be assessed a travel charge. Services requiring travel outside of this area will be charged at \$0.50 per mile in excess of 30 miles. Engagements in excess of 250 miles will require accommodations be made for an overnight stay in a local hotel/motel for Jaso Productions to be provided by Purchaser.

**Special provisions & Additional Services Requested**

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By executing this contract as Purchaser, the person executing said contract, either individually, or as an agent or representative, represents and warrants that he or she is eighteen (18) years of age, and further, if executing said contract as agent or representative, that he or she has the authority to enter into this agreement and should he or she not have such authority, he or she personally accepts and assumes full responsibility and liability under the terms of this contract.

All attached riders are an integral part of this contract. This contract will supersede any other contract. If any part of this contract is illegal or unenforceable, the remaining provisions of this contract will remain valid and enforceable to both parties. This contract contains the entire agreement between the parties and no statement, promises, or inducements made by any party hereto, or agent or representative or either party hereto, which are not contained in this written contract, shall be valid or binding. This contract shall not be enlarged, modified, or altered except in writing by both parties and endorsed hereon.

The laws of the State of Illinois shall govern this agreement. In the event of suit involving or relating to this agreement, Purchaser agrees that venue will be in Stark County. Purchaser agrees to defend, indemnify, assume liability for and hold Jaso Productions harmless from any claims, damages, losses and expenses by or to any person, regardless of the basis, which pertains directly or indirectly to Jaso Productions' performance. In the event that a civil action arises in an effort to enforce any provision of this agreement, the losing party shall pay the attorney's fee and court costs of the prevailing party. Purchaser may not transfer this contract to another party without the prior written consent of Jaso Productions. This agreement is not binding until signed by both Purchaser and Jaso Productions has received it. Any changes must be written and signed by both the Purchaser and Jaso Productions. Oral agreements are non-binding. If any clause in this agreement is found to be illegal, the rest of the agreement shall remain in force.

Jaso Productions may elect not to exercise their rights as specified in this agreement. By doing so, Jaso Productions does not waive their right to exercise those options at a future date.

THE PARTIES hereto promise to abide by the terms of this agreement and intend to be legally bound thereby.

Purchaser:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Jaso Productions:

\_\_\_\_\_  
Jason Musselman, Owner



# EVENT CONTRACT

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**Special provisions & Additional Services Requested**

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All attached riders are an integral part of this contract. This contract will supersede any other contract. If any part of this contract is illegal or unenforceable, the remaining provisions of this contract will remain valid and enforceable to both parties. This contract contains the entire agreement between the parties and no statement, promises, or inducements made by any party hereto, or agent or representative or either party hereto, which are not contained in this written contract, shall be valid or binding. This contract shall not be enlarged, modified, or altered except in writing by both parties and endorsed hereon.

The laws of the State of Illinois shall govern this agreement. In the event of suit involving or relating to this agreement, Purchaser agrees that venue will be in Stark County. Purchaser agrees to defend, indemnify, assume liability for and hold Jaso Productions harmless from any claims, damages, losses and expenses by or to any person, regardless of the basis, which pertains directly or indirectly to Jaso Productions' performance. In the event that a civil action arises in an effort to enforce any provision of this agreement, the losing party shall pay the attorney's fee and court costs of the prevailing party. Purchaser may not transfer this contract to another party without the prior written consent of Jaso Productions. This agreement is not binding until signed by both Purchaser and Jaso Productions has received it. Any changes must be written and signed by both the Purchaser and Jaso Productions. Oral agreements are non-binding. If any clause in this agreement is found to be illegal, the rest of the agreement shall remain in force.

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THE PARTIES hereto promise to abide by the terms of this agreement and intend to be legally bound thereby.

Purchaser:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Jaso Productions:

\_\_\_\_\_  
Jason Musselman, Owner



# WEDDING PARTY

Please fill in the table below with the names of the members of your wedding party. In the number position, place the number of the order you want them announced, with 1 being first. To couple bridesmaids and groomsmen together, put the same number in each corresponding spot. It is assumed that the Bride and Groom will be announced last. If you need additional space, use the blank lines and fill in the title part.

Bride & Groom: Mr. & Mrs. \_\_\_\_\_

Title	#	Name
Father of the Bride		
Mother of the Bride		
Father of the Groom		
Mother of the Groom		
Grandparents of the Bride		
Grandparents of the Groom		
Ring Bearer		
Flower Girl		
Bridesmaids		
" "		
" "		
" "		
" "		
Groomsmen		
" "		
" "		
" "		
" "		
Maid/Matron of Honor		
Best Man		



# FAQ

We want you to relax and not be worried about the music on your special day, so we have assembled some frequently asked questions to answer some questions you may have. If you don't see your question answered, just ask us and we will be happy to answer it.

1. ***Are we guaranteed a DJ on the day of our event?***  
Certainly. A written agreement (contract) with your specific terms protects you.
2. ***How many years of experience do you have?***  
Jaso Productions has been in business since 2000 and has done dozens of events on varying scales.
3. ***May we contact your references?***  
Absolutely. Just ask for a complete list of references.
4. ***Will you allow requests?***  
This is your event and your special requests are welcomed. If a song seems inappropriate, we will explain the reason(s) and ask, or suggest, an alternative.
5. ***How early will you be there to set up?***  
An average of 60-90 minutes should be allowed for set up and sound check. Normally there is no additional charge for this and should be part of the entire service.
6. ***How will the DJ be dressed?***  
Proper attire reflects a positive image to your guests. The DJ will be dressed as good as or better than your guests.
7. ***Do you use professional gear (equipment)?***  
Everything we use is of superior professional quality. Using professional sound and lighting equipment helps insure a reliable service and quality presentation.
8. ***Will you provide an emergency back-up system at our event?***  
Yes! Weddings, birthdays, and special events are often a once in a lifetime opportunity. Our back-up system protects your investment.
9. ***What type of music is available?***  
We keep not only up to date on the current hits, but we also have all the classics! Most, but not all, of our songs are digitally stored with protected backups, so in the event of computer problems, we are still ready to go! This also allows for quick and seamless music transitions. Obviously no DJ can have every song, but we use a variety of sources to get the most requested and most popular songs. We can get special songs if given advanced notice.
10. ***Do you provide a written contract?***  
Yes. To book a DJ, you are required to sign a contract stating all of the event information and terms and conditions. A sample copy is available for you to view upon request.



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