

# Wedding Music Charleston

## Reminders for your event

### Immediately following contracting with us

- Connect us with your chosen event coordinator and the venue coordinator.
- **Forward the contract you signed with us to your event coordinator.**
- Forward any venue requirements with us (Insurance, Parking, Etc)

### 2 Weeks prior to your event date- 14 days

#### [CLICK HERE FOR FORMS AND INFO YOU WILL NEED FOR YOUR EVENT](#)

- **Get connected with the DJ or Technician that will be at your event.**
  - Reach out via email to connect with the actual team member that will be at your event to be sure you can communicate effectively on event day. There is a team contact sheet in the forms folder link above.
- **Music Selections and info spreadsheet must be complete and emailed to us**
  - This form gives us all of the info we need to begin prepping. **It is due 14 days prior to your event day for DJ selections, and 30 days prior to event day for live music selections (bands or musicians).** Do not try to edit the form online. Download the excel spreadsheet [HERE](#). Then fill it out on your PC and email it to us at [weddingmusiccharleston@gmail.com](mailto:weddingmusiccharleston@gmail.com). **This must be completed in Excel** so we can work with it on our end. If you have any questions or difficulty please reach out to us ASAP.
- **Forward a timeline of the event for our review.**
  - We will need this 14 days prior to the event to prep our schedule as well.
- **Forward all event layouts for our review.**
  - This is critical for us to be sure that we know what to expect on event day and ensure that you get the best service from us possible. DJ and Band set up locations are key. It is always best to locate your DJ or Band directly beside the dance floor to ensure the best results. Standard DJ's need 8'x12' for set up. (section 11 of your contract)
- **Double check that power is available at all set up locations.**
  - **IMPORTANT-** We need a **dedicated 110 volt, 15 amp circuit** to run our equipment unless otherwise detailed in the contract. Pulling power for other things (like lighting or catering) from the circuit we are using can cause the sound system to distort or damage the equipment. Long extension cables can cause problems as well. Details about this are in section 13 in your contract. Please discuss any questions with us.
- **Be sure to go back and review our contract details about your included options, parking, loading, and equipment protection before final decisions are made.** These details are in the contract because they can affect pricing and additional fees. Some critical items are as follows:
  - Equipment protection from rain and heat. (Sections 10,11 and 12)
  - Tent sidewalls if **ANY** rain is expected. (section 12)
  - Parking and loading locations. (section 16)

- Photography release. (section 17- added 2021) Please discuss with us if you have questions or concerns about WMC taking photos at your event.
- **Your Payment schedule.** Please review the last page of the contract- **no checks or CC payments on event day. CASH or Venmo only.** Cash is preferred. If you need to pay via check or CC please do that 5 days prior to your event.
- **Look over our current available pricing and options sheet to see if there are additional options you may be interested in. [CLICK HERE FOR PRICING SHEET](#)**
  - There are often overlooked options that might help you. We can add most options until the day before the event. **(Uplighting, Monograms, additional mics for the Ceremony, Projector with screen for slideshows/videos, Live music etc)**
- **Schedule your Final Details call with us for the week of the event.**
  - On this call we will review all details of the event with you to be sure we know what you expect. This call generally takes 30-45 minutes.

**Please contact Michael Peifer (Owner) or Erin Jackson (Office Manager) if you have any questions or concerns. We are always happy to assist!**

**[CLICK HERE FOR TEAM CONTACT INFO SHEET AND OTHER FORMS YOU MAY NEED FOR YOUR EVENT](#)**