

# Wedding Music Charleston

## Wedding Client Instructions

This file contains critical information that you will need as you proceed.

It will answer many of your planning questions.

**Please read this sheet carefully**



## Congratulations!

You have embarked on a journey that will have a profound impact on your new life together. Planning a wedding can be stressful. Budgets, vendors, venues, and even the weather can put you on edge. You want everything to be perfect, and so do we! The success of your wedding is critical to everyone involved.

At **Wedding Music Charleston**, the driving force of our business model is creating magical memories that you will cherish for a lifetime.

This sheet contains **reminders, instructions and ideas** that are designed to help you as you move forward with us at your side. There are **links to critical forms** that you will need, and there are tips that will help you with planning. Please don't hesitate to ask questions. At times the easiest way to answer your questions is to schedule a call directly with me.

Our office Manager, **Erin Jackson** will help you with reminders and scheduling. Feel free to reach out to either of us as you proceed.

This sheet will fill in many of the blanks for you. It is derived from 20 years of wedding experience right here in Charleston SC. Let us know if there is anything you don't understand. **We are always here to help!**

Michael D Peifer, Owner and Founder of Wedding Music Charleston, Event Music Charleston and Acoustic Music Charleston and Chairman of the Charleston DJ Alliance.

# Critical forms you will use as you proceed

These are the tools you will need to use during the planning process. Please review each one and ask any questions you may have. I will describe each one in the text below. The forms are all available for download on Google Drive.

**IMPORTANT NOTE: Do not attempt to edit the forms on Google Drive- Download them first then edit the forms needed.** Once the forms are completed please email the forms to us in the thread that shows the event date in the subject line.

CLICK HERE FOR THE [HELPFUL INFO PAGE](#) ON OUR WEBSITE- IT HAS A TON OF USEFUL INFORMATION ABOUT WEDDING PLANNING

[CLICK HERE FOR THE WEDDING CLIENT FORMS PAGE](#) ON GOOGLE DRIVE – THIS HAS EVEN MORE INFORMATION AND FORMS THAT MAY HELP YOU.

## Contact Info

- Michael D Peifer- [weddingmusiccharleston@gmail.com](mailto:weddingmusiccharleston@gmail.com), 843-442-2525
- Gregg Kaszuba, DJ- [djkazoo33@aol.com](mailto:djkazoo33@aol.com), 716-465-4928
- Earl Gallagher, DJ- [earlwmc@gmail.com](mailto:earlwmc@gmail.com), 843-830-0683
- Jesse Murray, DJ- [jessejackmurray@gmail.com](mailto:jessejackmurray@gmail.com), 605-355-4572
- Erin Jackson, Office Mgr- [erindjackson92@gmail.com](mailto:erindjackson92@gmail.com), 843-330-7020

## Contract

- Once you determine all the details and options that you want in the contract you may call me or email me in the email thread with your event date and venue listed in the subject line, and I will prepare the contract and forward it to you for signatures.
- We need a **signed contract and a 50% non-refundable deposit** to secure a date for a wedding. Let us know if you have ANY questions or concerns about the contract or deposit. We are happy to assist!
- We have **payment options** available. Reach out if you would like to chat about payment options.

## Payment Information

Payments can be made by the following methods.

- **Please always enter the date of the event in the memo line for accuracy and be sure to alert me when payments are made or mailed. This allows me to make sure it arrives as expected.**
- **Venmo**- Use @Michael-Peifer-3 (Preferred if not using cash)
- **PayPal**- Use @michaelpfeifer1 or michaelpeifer@gmail.com
- **NOTE:** There is a 3% processing fee charged by PayPal unless you use “**Send money to friends and family**” option when you pay.

- **Checks-** Make any checks to:  
**Michael D. Peifer- 703 Oxford Rd. Ladson SC 29456**
- If you plan to pay the final balance in cash you may do so on the day of the event. All final payments made via Check, Venmo or PayPal must be made a minimum of 4 days prior to the event. Please make a note of this for event day to avoid any confusion. It is often busy and hectic after the reception, so it is best to have a plan for handling all vendor balances.  
This is to assure that the funds are available on event day to cover any expenses or assistance needed.  
Important Notice: If the final balance is not paid by the end of the event there may be a 20% fee added for late processing.
- Let us know if you have questions or concerns about payment terms. There are options we can discuss with you regarding extended payment terms if you need assistance.
- **Please note- our cash discount is for Paper cash only- no Venmo or Cash app payments. We must meet and receive cash only to receive the 5% discount. The discount will be deducted from the final balance, not the deposit. (Example: \$1,000 package price, \$500 cash up front and \$450 cash on event day)**

**How to choose your music for the wedding-** This form is due 2 weeks prior to the wedding for all DJ music, and 30 days prior for any music to be performed by live musicians.

### **Music Planning form-** Excel Spreadsheet

- This is the excel spreadsheet that we use for all music selections and planning for your event. It is on the [HELPFUL INFO PAGE](#) on the website, and on the Google Drive [FORMS PAGE](#)
- **The music planning form will need to be filled out in the excel format** and all changes added directly to this spreadsheet. **Download it from the FORMS PAGE FIRST, then fill it out and email to us.** This assures that we are always looking at the final details during the event. We often email clients many times and each client can have multiple email addresses so using this form for all changes keeps everyone organized to be sure that details are not lost in communication.
- This form is **due no later than 2 weeks prior to your event** so we have time to prepare effectively. Along with the form we will need to **review all timelines and set up layouts 2 weeks prior to event day.**
- If you have trouble using excel or this spreadsheet please let us know directly so we can determine a good alternative.

- Please try to use the **same email thread for all communications** with us so critical info does not get overlooked.
- We will schedule a 30-45 minute call to review your final details on the week of your event. We will answer all of your last-minute questions and make sure we understand all we need to know to be prepared.
- Once you speak with us on your final consultation, the week of your event, **please do not make any changes without calling or texting us personally.** Some changes that may seem unimportant can have a huge impact on how we set up for the event and what equipment we bring with us.
- There are extensive directions in the music selections spreadsheet to help you. Ask questions if you have trouble. We are here for you!

## Choosing the perfect music for your event

- Music is critical and choosing your music can be daunting. We can absolutely help you with this! Just email or call with questions.
- Music must be chosen from **Spotify or Apple Music** to be used for weddings.
- There are TOP 200 wedding song requests on the [HELPFUL INFO PAGE](#).
- Please do not choose more than 1 hour more music than can be played during the time allotted for each portion of the wedding.
- **Search for Michael D Peifer on Spotify to browse our public playlists. Feel free to use any of this music you like.**
- You can leave some of the decisions to us if you like. We have amazing Ceremony prelude music, Cocktail hour (photo time) music and Dinner music that will appeal to all kinds of guests. You can be sure that we will choose mood-appropriate music for all aspects of your event, and we will always be volume conscious to ensure that your guests are free to easily talk with one another during cocktail and dinner time. Choose the music that is important to you and leave the rest to us. That is why you hire a professional!
- **Party time/Dance music** is where we will need insight into your family and friends. This is where we need you to **ASK them for ideas** and relay those to us. Each group is different. Each culture is unique. We call these song selections **“TRIGGER SONGS”**. They will need to be songs that are special to your group. School fight songs, sing along songs, road trip songs, culture-specific songs.. These are ideas that will get your group fired up! Give us 15-25 of these songs and we will take it from there to make your party amazing! Inside info from your family and friends is a critical head start that will get things going quickly.
- **Throwbacks are great early evening dance selections.** Motown, beach music, oldies and funk. These genres are a great way to move into

early dancing. They are generally fun for everyone and do not send a message to older guests that they need to make their exit. Earth Wind and Fire, Temptations, Stevie Wonder, Whitney Houston. These will get things moving early without scaring off the Grandparents. 😊

- **Adding options-** We can generally add options until a day or two before your event so **don't hesitate to ask!**
- **This is your party!** We are here to work with you, not against you. Be open and tell us what you want. Your vision for the perfect wedding is important to you and to us. We will help you make it happen!

## **Timeline Sample**

- A timeline that details the flow of events is recommended. It will help you to visualize how the event will proceed. I have an example of a timeline posted on the [FORMS PAGE](#).
- Our timeline is just a suggestion. Let us know if you have changes or questions. This is your day!
- Toasts, first dances, bouquet and garter tosses, introductions, cake-cutting and other key parts of the reception should be scheduled thoughtfully. The flow of the reception should be easy for all guests to follow including the Bride and Groom. Your Master of Ceremonies can help with this. We are happy to assist if you like! We will always work closely with your planner, catering and the photographer to make the event runs smoothly.

## **Loading at the venue and parking- Important Info**

- Loading and parking directly affect the amount of time that we will need for set up and preparation. Remote parking and difficult loading are extremely time consuming and physically demanding, therefore they may also require us to hire additional help with your event. Please read the following notes regarding loading and parking to be sure that there are no misunderstandings that can affect the success of your wedding.
- **Unless otherwise noted in the contract we will need to be able to temporarily park within 10 yards from the loading entrance to the venue during loading and unloading, and park within 30 yards from the loading entrance during the entire event.** Offsite parking or parking that is more than 30 yards away can cause serious hardship and require assistance for loading and set up. **Loading and parking should be addressed in detail with us prior to contract signing if there are any questions.**
- **We use wheeled carts to move heavy equipment.** We cannot move carts over grass or gravel, or up any steps without a special exception that must be included in your contract. Again, please discuss loading and set up issues prior to contract signing.

- We generally will be using a standard SUV for equipment transport. You need not worry that we will arrive in a large panel truck or pulling trailers unless we are bringing a large band to the event.
- Downtown venues often do not provide on-site parking, but you can purchase meter covers for nearby parking for your event from the city.

### **Set up location(s)**

- **Your DJ and/or musicians will need to be located directly adjacent to the dance floor.** Communication with guests is critical for exceptional entertainment. We need to be able to see and speak with guests during the dancing portion of your event. This connection assures that we can keep the party moving and the guests happy!
- **Your DJ and/or musicians will also need to be located within 25' from a dedicated 20-amp power outlet for the best possible sound during your event.** Long extension cords cause power loss problems for sound equipment and can result in distortion of the sound coming through the speakers and damage to equipment. Let us know if you have questions or concerns regarding set up location.
- There are sheets that detail set up layouts and requirements on the **FORMS PAGE**. They are named “**What we need for DJ and-or band performances**” and “**Stage layout for 4 pc band performances**”.

### **Venue Photos, Videos and Insider’s Information**

- We have over 20 years of experience with local venues and we also have insider’s info including photos and video of logistics pertaining to most local venues. Contact Michael Peifer at 843-442-2525 or [CLICK HERE for access to helpful venue information.](#)

### **Insurance for your event**

- Accidents can happen, and as the host of the event you are likely responsible. **This is your event** so injured parties or even the event venue may look to you for compensation. Event Liability Insurance can cover you if you need it. Your vendors may have insurance, (we carry basic 1M-2M General Liability insurance) but it will only cover issues directly related to their equipment and specific activities. It will not cover alcohol related issues or injuries due to a fall or other mishap. Don’t expect the venue or others to cover you. Cover yourself and your guests to be safe.

### **Tents and Rain- Important**

- Rain does not fall straight down. It blows in from all sides and will splash once it hits the ground and cause anything within a few feet to get wet.

- **If rain is threatening in any way you should have sidewalls on your tent.** Dirt floors can become very muddy and messy with rain splashing in. Your vendor's equipment can easily get wet and this can be expensive. Reserve sidewalls in case there is rain.
- Even a short drizzle of rain can get Ceremony chairs and equipment wet. Prepare with several towels, possible umbrellas and reserve a small tent for the Ceremony equipment if rain is even the smallest percentage possible.
- Ask your Officiant to make the Ceremony shorter if rain is threatening. Better to get through the Ceremony before rain begins than to be drenched for your reception. Do not be afraid to speak up if he or she is dragging things out, especially if it is very cold or very hot or raining. This is your event and he or she is there for you.

## Helpful planning tips

- There is an informative sheet titled “**Helpful planning tips from wedding professionals**” on the [FORMS PAGE](#). Please look it over. It will help you address ways to improve your event and save money! Some of the following info is included in that file.

## Outdoor Events

- Outdoor and beach weddings can be lovely if planned correctly. However, weather, **temperature**, wind, mosquitos and gnats can be a real concern for you and your guests.
- **Beach weddings** require special consideration. Gusty wind can be bothersome, and gnats become more active around dusk. Amplification is often needed if more than 30 guests will be in attendance, especially when the wind and surf are adding to the background noise. Be aware that there are likely going to be people on the beach that will be in your photos. We have even seen drunk beach-goers become unwelcome intruders in the event. Take the time to be thoughtful about these possibilities and your guests will be more likely to enjoy themselves.
- **Consider the special needs of elderly guests** as well. They are more likely to struggle with difficult conditions. Temperatures in Charleston can vary substantially. High temperatures and humidity or chilly breezes will drive elderly guests inside or worse, send them packing prematurely. They may also struggle with walking over sand or even grass.
- **Temperature** can vary wildly in Charleston, especially in the Spring and Fall. One day it may be 85 degrees and the next it may be only 45. Temperatures above 85 can feel like 95 with high humidity and likewise 50 degrees can feel like 40 with a little wind. If you want to enjoy your day you must be aware of this and have alternate plans. Dancing in hot or cold weather generally does not last long. Better to have your dance floor inside

or at least protected from wind, rain and heat. Misting fans can help but they will make things wet. Heaters only help if they are in confined spaces without wind effects. **Warm weather can also affect your cake.** I have seen several cakes fall over in very warm weather.

- **Musicians are affected by temperature.** If the temp drops below 50 degrees or rises above 90 degrees, your musicians may not be able to perform. Hands cannot be protected because they are used to make music, therefore a musician's hands will begin to cramp from the cold and not move well on the instrument. A musician's core temp is already higher due to added activity so high temps can be difficult as well. Humidity and wind also affect the way your musicians perform. If your musician has trouble playing you and your guests will likely not appreciate the temp either.
- **Equipment is affected by temperature and weather conditions.** Direct, hot sun will **overheat equipment** and may shut the unit down. Very high temps and very low temps cause equipment to malfunction and/or fail. Rain, snow and condensation is very bad for equipment. Gear must be protected from any precipitation. Therefore, a roof and sidewalls are critical near your music set up. It is never fun to have equipment fail during your event.

We hope this information will help you plan and prepare for the amazing event you are dreaming of! Let us know if you have any questions at all. We are always happy to assist!

Michael D Peifer, Owner- Wedding Music Charleston [www.weddingmusiccharleston.com](http://www.weddingmusiccharleston.com)



*Michael D Peifer*  
WEDDING MUSIC CHARLESTON