UltraSound Special Events

Lima Office: P.O. Box 163 Delphos, OH 45833 • (419)-339-9701

Toledo Office: 1824 West Sylvania Ave. Toledo, Ohio 43613 • (419)-474-2100

DJ Booked...Now Lets Party!!

Important Information!

Thank you for selecting UltraSound to provide entertainment at your wedding reception. We are looking forward to providing you with an enjoyable evening and want to make your event and unforgettable experience. In order to make sure everything runs smoothly during your reception, we have provided you with an entertainment checklist. With your help, this will allow us to provide an elegant and exciting evening of entertainment.

Set-up times and procedures

UltraSound will bring all the equipment necessary for your reception including tables and related equipment. Please provide an approximate 8'X10' area with and unobstructed view of the dance floor free from extravagant decorations for set-up. This area can be a stage or other area located where you intended the dance floor to be. The DJ system will also need to be located within 25' of an 110v grounded outlet. Our normal set-up time takes approximately 15 minutes and we will arrive approximately 45 minutes prior to the start time indicated on you contract. Additional charges will apply for upstairs venues or facilities with difficult entrance to banquet facilities. All information will be verified with you prior to your wedding reception.

Special Announcements (Dinner & Dance ONLY!)

You may also wish to use the wireless microphone for the Best Man's toast, prayer or blessing before the meal, and/or other special announcements. We also find it to be a nice touch to inform your guests with an announcement before you cut your wedding cake. Your DJ will act as an emcee and facilitate these special announcements during the "dinner music" portion of your entertainment and begin the Dance when appropriate. If you have contracted us for dinner music and wish to be introduces when you enter the reception hall, please refer to the start time listed on your contract and inform your wedding party in advance. If you plan on arriving at the reception hall earlier than indicated on your entertainment agreement, you may wish to book additional hours of entertainment. Set-up time will not be completed if you arrive early and we cannot introduce you and your wedding party.

Find us on Facebook Search Ultraparty.com **To Be a Fan and Interact!**

Cooperation

Discuss your event with us! We are only as good as the crowd we have to work with and the cooperation we receive from you and your wedding party throughout the event. Little to no cooperation can have a significant impact on ensuring your dream wedding becomes a reality. Please communicate your needs with us and allow us to help you with coordinating your special events to appear flawlessly rehearsed. Be sure that you are available to participate when the traditional Dances and/or other events you've indicated will be performed. Allow you DJ to use their experience in providing entertainment at wedding receptions and other events to make your event a great party!

Order of Events

During the "Dance" portion of your entertainment, you will be the focus of attention for most of the evening including the traditional "First Dance", "Wedding Party Dance", "Parents Dance", and "Tossing of the Bouquet and Garter". At the appropriate times we will be calling you out to the dance floor for these songs. Please stay close to the dance floor until we complete these events in order to keep your reception running smoothly. We would be happy to go over the order of events prior to your reception and will confirm them with you again prior to the wedding reception. If your family has certain customs or traditions, please inform your DJ and we will do all we can do to help. Special events like birthdays and anniversaries can also be recognized sometime during the evening. These events provide a significant and memorable contribution to your event!

Special Requests

Be sure we have received your "Reception Planning Form". This form helps us plan the entertainment for your reception. It includes special dances that will take place and gives us a general idea what type of music you like the "best"; however, during the course of the dance we will also take request from your guests and play a variety of music that appeals to all ages present. If there is a particular song or type of music you do not want played during your reception, please inform us prior to your reception. We reserve the right to decline requests that are not consistent with the music formats of our company and we do not accept playlists outlining specific order of songs to be played.

Online Song Search

Although we do not play from a specific playlist—Our focus is you! Please take the opportunity to visit our website prior to your reception and use the online song directory to make song requests. This will truly allow you to select music and provide specific requests that you do and do not want played at your reception. Visit our website located at http://www.ultraparty.com and visit the DJ services page.

Specific Entertainers

We promote and book our services as Ultrasound Special Events Inc. and rely on the individual entertainment services of our talented staff of Disc Jockeys. If a request for a specific entertainer has been made, we cannot guarantee availability of individuals in advance. Special request for entertainers will be offered to individual Disc Jockey requested at the same time when contracts are assigned within our Company. Although specific entertainers are not always available, we will make every effort to fulfill specific request and always provide qualified staff. Advance reservations may require an additional rider and talent fees assigned to your entertainment agreement.

Conduct of Guests

Persons contracting UltraSound for entertainment shall resume full responsibility for conduct of guest present at their event. Access of guests behind equipment or on stage may be requested to guests. It is our company policy that the music will be stopped and the remainder of our performance time may be terminated if confronted by a guest that is "intoxicated" or "threatening" to any member of our staff. Event will only resume after problems have been resolved in s satisfactory manner. Clients contracting the event services of UltraSound Special Events Inc. shall be responsible for the conduct of guests attending their event.

Overtime

If at the end of your contracted time for entertainment you want to go for a longer period of time, please inform your DJ approximately 30 minutes prior to the conclusion of the event. If schedule allows, your DJ will play additional hour or hours; however, we cannot guarantee availability on time not reserved in advance . . .Please see overtime rates.

Tips

Tipping your DJ is not required, but if you feel you received exceptional service or perhaps requested a specific DJ for your event, feel free to reward your Entertainer. In the event you require additional hours of entertainment the night of your reception, all money in addition to the contracted amount goes directly to the DJ working at your reception.

Payment Terms

The balance due for Disc Jockey services is due upon arrival at the reception hall. Earlier payment can be made in person at one time of our offices located in Delphos or Toledo, OH. Visa, MC, and Discover in addition to cash or checks are accepted as early payment. Payment may also be mailed to correct office address provided at the top of this information sheet. Please indicate reference number for your event when making payments in advance. Advance payment must arrive at our office prior to your event date. If additional hours of entertainment are provided night of event, additional balance must be paid in full prior to end of contracted ending time. A 10% late fee will be added to all outstanding balances not paid in full at the conclusion of each event.

Please make Checks payable to: UltraSound Special Events Inc.

YOU are our #1 CUSTOMER at UltraSound and we would like to hear your comments. Please feel free to contact our office at 800-91-SOUND or complete the Performance Evaluation Sheet received after your event. We strive to be the "best" entertainment providers and look forward to constantly improving our services. We appreciate your entertainment and party business.

"Request the Best"