

Congratulations on booking the music for your wedding! We would like to help make the process of producing your special event as simple and stress free as possible. Please take a minute to read the steps below and to review the forms attached.

STEP ONE -

Print this out and review this document. We suggest making a music folder where you'll be able to drop in creative ideas and materials as they come along.

STEP TWO - Doing a "Little Homework"

TWO MONTHS PRIOR TO YOUR WEDDING DATE, make a cup of tea, turn off all phones and spend a few hours discussing the music and reviewing the music forms we'll send. You'll probably have questions so feel free to contact us by phone or email anytime.

If you're not sure about something, you will have the opportunity to receive expert suggestions from your music director (the person who is helping you with the preplanning, production and music preparation), the bandleader or DJ (the person who will be in charge of running the event on the day). Some things on the forms may not apply to your wedding and that's fine too.

STEP THREE

Around six weeks prior to the big day call to set up an appointment to go over your details with your music director. Typically, these appointments are arranged Monday through Friday, 9am-5pm if at all possible. If an in-person meeting can't be scheduled for some reason, we can also accommodate you by going over the details in a telephone meeting. This is quite common and perfectly fine.

STEP TWO - Meeting to Review Your Details

APPROXIMATELY ONE MONTH PRIOR TO YOUR WEDDING DATE, you will discuss your final details with us - either on the phone or in person. We will go over your completed forms, asking questions and filling in whatever details are still being decided upon, making sure your wedding is customized to perfection. We will then prepare all the details and prepare and arrange any music needed and get it ready to

present to the musicians/band/DJ shortly thereafter. We will also help you put together the timeline for the party - V Important. This will be a very thorough discussion and one that will calm nerves and hopefully put any concerns to rest.

At this time, you should be prepared with any materials you need to turn over to us including directions to the location, caterer's contact information, any timeline received from the caterer, listing of any introductions to be made, CDs, MP3s or sheet music of special songs.

STEP THREE - The final countdown

TWO WEEKS PRIOR TO YOUR WEDDING DATE, please send in your final payment as specified in the contract. The Postal Service often has delays in delivery and you won't want to add stress to the final days before the big event. The payment details and address are noted on your contract. If you have added a musician (for example, for your cocktail hour or ceremony), or time, or have any special offers to take advantage of, call us and we'll be happy to update your contract reflecting this.

STEP FOUR

ONE WEEK PRIOR TO YOUR WEDDING DATE, check in with our staff to go over any last minute changes. You may want to confirm that your final payment has been received at this time as well.

STEP FOUR - The Big Day!

Enjoy your wonderful wedding and cherish each and every moment!
