

Step by Step — ① — ② — ③ — directions

Thank you for choosing Destination Events for your special affair. To ensure everything goes perfectly at your event, we are providing these easy to follow directions. Each item is listed in order of importance. We suggest you check off each item as it is completed. If You have ANY questions, call our office at 866-345-4476. This form is for you to keep. Please retain it for your reference.

- Review your enclosed Event Contract.**
- Review your deposit due amount, located on the upper right hand side of the contract. This is the amount you will need to send to secure your date beyond two weeks.**
- If any of the above Items are incorrect, call us right now @ 866-345-4476.**
- Read over all of the informational materials that we have provided you.**
- Time to make your booking decision!* At this time please sign and date one copy of the contract, and write a check or money order for the amount specified in the Deposit line of the contract. Keep the second copy of the contract for your records. (Visa and MasterCard can also be used as forms of payment)**
- Return the signed contract and deposit in the postage paid envelope that has been provided. Once Contract and deposit are received by Destination events, you will receive a receipt and confirmation letter showing your payment and new balance due. Please allow 1-2 weeks for processing.**
- Begin to fill out your planning worksheets, but don't return them at this time.**
- Around six weeks to a month PRIOR to your event date, contact our office at 866-345-4476 to set up your final consultation with your DJ. You and your DJ will then go over all of the details for your event. This consultation is optional. Should you choose not to use it, then please send in your worksheets and music catalog at this time.**
- 14 days prior to your event, Write a check or money order for the balance due. You can also call the office @ 866-345-4476 to pay by credit card. The balance is always due 14 days prior to the event date.**
- Now sit back and relax! Let us take care of everything else.***