

# JASON WARD EVENTS

Please make all checks out to Jason Ward with the event date in the memo & mail to 6311 Old Smithville Hwy S Sparta, TN 38583

Or you can pay by card using the Venmo App on Iphone or Android (Jason-Ward-37)

**Event Date:** \_\_\_\_\_

**Event Address :** \_\_\_\_\_

**Event Times:** From am/pm to am/pm

**2nd Location?:** \_\_\_\_\_

**2nd Location Times:** From am/pm to am/pm

**Services to be provided per our email or phone correspondence:** \_\_\_\_\_

**Contract Rate:** \_\_\_\_\_ \$40 per half hour per service overtime

Please send a 33% retainer to the address above upon signing this contract

ANY money paid is non-refundable if your event is cancelled less than 9 months from service date.

Portion may be applied to new date if within one calendar year. JWE discretion

All specific staffing subject to availability

**Total** \_\_\_\_\_ **Deposit** \_\_\_\_\_ **Method** \_\_\_\_\_ **Balance** \_\_\_\_\_  
(cash/check/venmo/etc)

**Signature:** \_\_\_\_\_ **Print Your Name:** \_\_\_\_\_

**Title** (*Organizer, Accounting, etc.*) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ Email to send planning forms to:

*If you purchased photo booth and want digital images you must either purchase a flash drive from us during booking or provide your own at the event. If not, we try to upload to our secure site and send a link within 2 weeks but cannot guarantee.*

*Any damage to JWE equipment at fault of client or guests of client must be taken care of before end of the event.*

*If you are hiring us this means you trust our experience and level of professionalism to deliver you the very best event possible. We ask that you complete a timeline on DJINTELLIGENCE.COM but...allow us to make minor adjustments on the day of to better suit the flow of the event. Sit back, relax, and let us do what we do best!*

*If things are not going as planned and feel like we need to take another direction during your event, you agree to send a txt message to Jason at 931-316-0758 or email at jward@jasonwardevents.com asap to get the day back on track.*

For DJ services please place us as close to the dance floor or designated dance area as possible. You are not going to want your guests seated directly in front of the speakers

For Photo Booth, please designate an area that will be easy to get in and out for your guests.

Also, let us know 1 week prior what you intend the background to be whether a natural setting from the venue, your own background, or one of our magic greenscreen backgrounds.

*Just as a reminder, DJ lights look better and people are more likely to dance in a dark or dim room so please have this conversation with your photo or video folks.*

We typically reach out to our clients a week or 2 before the event to make sure everyone is on the same page. We will try every method possible be it email, call, or txt. If we do not hear back from you 5 days prior to your event we have no choice but to assume the event has been cancelled and therefore cannot guarantee services.

If your event takes place in a congested area where parking or maneuverability becomes difficult please allow extra time for setup.  
Example: Is it more important to start your ceremony at 4:00 sharp, and your photo/video crew miss the first 3 people walking down the aisle?  
or... does it make more sense to capture every single moment and start at 4:03?