



DJ Services Contract Checklist

Name and Contact Information For All Parties

- ☐ Full legal name of DJ
- ☐ Contact number and/or address of DJ
- ☐ Full legal name of venue/event representative
- ☐ Contact number and/or address of venue/event representative

Description of Services

- ☐ Performance venue name and address
- ☐ Performance date(s) and time(s)

Performance of Services

- ☐ Arrival and set-up times
- ☐ Sound check time
- ☐ Duration of set(s)
- ☐ Other important set details

Payment

- ☐ Amount
- ☐ Payment method
- ☐ Payment date

☐ **Cancellation Policy**

☐ **Relationship of Parties**

☐ **Signing Instructions**

- ☐ Signature line for DJ representative
- ☐ Printed name line for DJ representative
- ☐ Date of signature for DJ representative
- ☐ Signature for venue/event representative



- ☐ Date of signature for venue/event representative
- ☐ **Governing law state**

Essential Clauses

- ☐ Event Details
- ☐ Payment Terms
- ☐ Equipment and Setup
- ☐ Performance Expectations
- ☐ Cancellation Policy
- ☐ Liability
- ☐ Force Majeure (unforeseeable events)

Optional Clauses

- ☐ Client responsibilities
- ☐ Media release
- ☐ Dispute resolution
- ☐ Intellectual property
- ☐ Overtime rates
- ☐ Meal breaks
- ☐ Damage responsibility
- ☐ Content restrictions
- ☐ Parking
- ☐ Merchandising
- ☐ Terms for ongoing performances

Liability Insurance

- ☐ DJ Event or Annual Liability Insurance