

**Thank you very much for having Wisser Productions help you with the entertainment for your event! We want everything to go perfectly for you. So in order to make sure your event runs smoothly:**

**1. PLEASE ATTACH THIS NOTE TO YOUR COPY OF THE CONTRACT. DO NOT RETURN IT WITH YOUR CONTRACT.**

**2. Please print 2 copies of your contract.** Sign and keep one copy. Return the other copy with your deposit within 2 weeks from the receipt of your contract. **IF YOU CHANGE YOUR MIND, PLEASE NOTIFY US IMMEDIATELY. WE CONSIDER YOUR DATE BOOKED UNLESS WE HEAR FROM YOU.** The contract indicates how checks are to be made payable.

**3. EVENT PLANNERS:** Go to [www.wisserproductions.com](http://www.wisserproductions.com), click on "Event Planners" and then select the appropriate planner. There will be a printable worksheet version of the planner that allows you to print a copy of the planner. Keep it in your planning file to enter information for your event. 30 days prior to your event go back to our website, [www.wisserproductions.com](http://www.wisserproductions.com), and select "Event Planners". Fill in your planner and submit it by email. If you have any trouble please call (269) 329-0486.

**4. PLEASE CALL YOUR DISC JOCKEY OR BAND LEADER 10-14 DAYS PRIOR TO YOUR WEDDING. HIS/HER NAME AND PHONE NUMBER IS IN THE LOWER RIGHT HAND CORNER OF YOUR CONTRACT.**