

What Can I Expect?



Here are details about what you can expect between now and your wedding date.

♪ **As soon as decide you want to book us:** Make sure you download the contract from our website www.squawkboxsound.com (or if you let us know we can email it to you), type your information in the gray areas, print it, sign it, and send it back to us in a timely matter along with the \$50 booking fee. The booking fee is non-refundable, but will be applied to your total amount due. Your date is not reserved until we receive the contract AND the booking fee, **and confirm to you that we have received it.** If you have **any questions or concerns** with it, please notify us immediately. Make sure you keep a copy for your own records.

♪ **As soon as you receive your Wedding Planner Packet:** Send us an email or call us to let us know you received your packet. We like to know it reached its destination! Look over the packet carefully, and contact us with any questions. Start making notes on the Wedding Music Planner and Other Special Songs sheet of music you may want to have played at your wedding.

♪ **A month or two before your wedding:** We will contact you to schedule a time to meet with us in person to go over the final wedding details. This meeting will take place 2 to 4 weeks before your wedding. Because we are a very schedule-oriented business, we need to make sure we get this meeting on our schedule. If you are not able to keep this appointment after scheduling it, contact us immediately.

♪ **Two to four weeks before your wedding:** We will meet with you in person to go over your final wedding details. Make sure you bring the Wedding Music Planner and a list of other songs you will want to have played at your wedding. This is a very casual meeting, and we will be discussing how **you** would like your wedding day to turn out.

♪ **Two to seven days before your wedding:** We will be in contact with you to make sure everything is finalized, and have you review the final plans. All music decisions are due at this time.

♪ **The day of your wedding:** It usually takes us 30 minutes to set up, but we like to arrive **at least** an hour before the start of your wedding to set up and make sure everything is in order. **Remember, payment is due *in full* at this time.**

♪ **Shortly after your wedding:** We will send you a Thank You packet for using our services. This packet includes information on how to get your marriage started off on the right track, a customer satisfaction form where you can provide your feedback, and many other marriage related items. Please send us an email or phone call letting us know you received this as well. We want to make it reached its destination!

♪ **Four times a year:** We will send you our quarterly newsletter. Using our services automatically signs you up for this free newsletter. You can find a sample of it in your Wedding Planner Packet. If you choose to **not** receive this newsletter, please let us know so that we can take you off of our mailing list. **We will never sell or give your personal information out to third parties!** We like to keep in touch with our clients, and receive updates on how they are doing and what is going on in their lives!