

Event Date



(240) 499-4817

www.jbproductionsco.com

jbsales@jbproductionsco.com

Your Event... From Fantasy to Reality!

PERFORMANCE AGREEMENT

Client Information

Client		
Street Address		
City	State	Zip Code
Telephone	Fax	
Email	ID Number	ID Exp. Date

This performance agreement is a professional document that enters JB Productions Co. herein referred to as JBPC, and the Client into a legal binding contract. By signing this performance agreement, both parties are certifying that they have read and understand in full their respective legal rights and obligations and are voluntarily willing to satisfy this contract.

Terms and provisions are subject to variation in the industry according to individual circumstances.

In no event shall JBPC, its personnel, partners, or any person assisting JBPC in the preparation of this document be liable for any damages whatsoever.

Basic Event Information

Event Date	Event Start Time	Event End Time	# of Guests
Type of Event			
<input type="checkbox"/> Wedding <input type="checkbox"/> Quinceañera <input type="checkbox"/> Sweet 16 th <input type="checkbox"/> Prom <input type="checkbox"/> Birthday <input type="checkbox"/> Corporate Other _____			
Services			
<input type="checkbox"/> Cake <input type="checkbox"/> Disc Jockey <input type="checkbox"/> Personalized Gobo <input type="checkbox"/> Casting (Photo) <input type="checkbox"/> DJ Lighting <input type="checkbox"/> Photography <input type="checkbox"/> Casting (Video) <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Up Lighting <input type="checkbox"/> Choreography <input type="checkbox"/> Hair & Makeup <input type="checkbox"/> Videography <input type="checkbox"/> Decorations <input type="checkbox"/> Limousine			

Detailed Event Information

HOUSE	Street Address			Telephone
	City	State	Zip Code	
CHURCH	Street Address			Telephone
	City	State	Zip Code	
OTHER	Street Address			Telephone
	City	State	Zip Code	
RECEPTION	Street Address (include room name if applicable)			Telephone
	City	State	Zip Code	
How formal is your event? <input type="checkbox"/> Casual <input type="checkbox"/> Semi-Formal <input type="checkbox"/> Formal				
Will dinner be served at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Will JBPC staff members be provided with a linen table? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Would you like background music during dinner time? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a color theme? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, specify: _____				
Is it ok for JBPC to promote with flyers at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
JBPC staff arrival time: F _____, V _____, L _____, DJ _____, C _____.				
Notes				

Client Initials _____

- Cake** JBPC will supply the cake as described below in a timely and agreed manner (for delivery, see attached detailed contract).

# of servings	# of layers	Cake flavor	Cake filling flavor
Cake description			
Top piece provided by <input type="checkbox"/> JBPC <input type="checkbox"/> Client		Cake transportation <input type="checkbox"/> Deliver <input type="checkbox"/> Pick Up	
Notes			

- Casting (Picture)** Client will be taken to up to _____ location(s) of their preference (within 50 miles of JBPC location). Client will receive a complimentary CD with session pictures, 25 5X7" collages, and 1 24X30" poster with white border (frame included).

Poster Picture <input type="checkbox"/> Gown <input type="checkbox"/> Other	Casting Location
Notes	

- * *Picture casting needs to happen at least 2 weeks prior to the event.*
- * *Screen and projector to display casting pictures at the event is sold separately.*
- * *Some locations will require prior authorization and/or pass fee may apply.*

- Casting (Video)** Client will be taken to up to _____ location(s) of their preference (within 50 miles of JBPC location). Client will receive a complimentary DVD with up to 20 min. video clip.

Notes

- * *Video casting needs to happen at least 2 weeks prior to the event.*
- * *Screen and projector to display casting video clip at the event is sold separately.*

Client Initials _____

- Choreography** JBPC will produce a full routine for the song(s) chosen by the Client as described below. Routines will be choreographed at the skill level of the team. Client can request extra rehearsal session for a fee of \$ 70.00 per/hour.

Package	
<input type="checkbox"/> Basic Entrance Waltz Court Waltz Father-Daughter Waltz 5 Sessions (up to 15 hrs)	<input type="checkbox"/> Intense Entrance Waltz Court Waltz Chambelanes Waltz Father-Daughter Waltz 6 Sessions (up to 18 hrs)
<input type="checkbox"/> Pro Entrance Waltz Court Waltz Father-Daughter Waltz Surprise Dance (2 Styles) 6 Sessions (up to 18 hrs)	<input type="checkbox"/> Deluxe Entrance Waltz Court Waltz Father-Daughter Waltz Surprise Dance (2 Styles) Show Off Dance (2 Styles) Choreographer Participation 8 Sessions (up to 24 hrs)
# of participants	Style(s)
Notes	

** It is not the responsibility of JBPC to make sure that all the participants can learn or comprehend the material. JBPC will not be liable for any accidents, injuries, or health related issues resulting from any of the routine sessions.*

- Decorations** JBPC will supply the decorations as described in the attached detailed contract for the options selected below.

Decoration Options	
<input type="checkbox"/> Balloons <input type="checkbox"/> Center Pieces <input type="checkbox"/> Custom Built Scenario <input type="checkbox"/> Drink Fountain <input type="checkbox"/> Flowers Arrangements <input type="checkbox"/> Table Covers	<input type="checkbox"/> Chair Covers <input type="checkbox"/> Pedestals <input type="checkbox"/> Wall Decorations <input type="checkbox"/> Other _____
Notes	

Client Initials _____

- Disc Jockey** JBPC will send a professional DJ to entertain the guests and will play music based on custom playlist if requested. The DJ will take requests upon availability. The DJ will also have available up to 3 microphones for Client use. Client can request extra DJ time for an extra fee, as long as it is feasible.

Package			
<input type="checkbox"/> Intro Up to 4 hrs Continuous music Custom selection of music Up to 100 Guests No DJ Light System	<input type="checkbox"/> Upgrade Up to 5 hours Continuous music Custom selection of music Up to 120 Guests Basic DJ Light System	<input type="checkbox"/> Ultimate Up to 6 hours Continuous music Custom selection of music Up to 150 Guests Full DJ Light system Cocktail Mini-setup "if needed" Assistant DJ (up to 4 hours)	<input type="checkbox"/> Finito Up to 8 hours Continuous music Custom selection of music Up to 250 Guests Full DJ Light system Second location Mini-setup "if needed" Assistant DJ (up to 5 hours)
Notes			

- * DJ services require a minimum of (2) hours for standard setup and (1) hour for break-down.
- * Custom playlist (up to 300 songs) needs to be provided to JBPC at least (2) weeks prior to the event. JBPC does not guarantee that all songs in the playlist will be played at the event.

- DJ Lighting** JBPC carries a good selection of DJ lights and effects; which purpose is not decorative, but to enhance the dance floor and to create club/show effects. JBPC will provide the lights setup chosen by the Client as selected below.

DJ Lighting Options		
BASIC <input type="checkbox"/> Goalie Post (LED) <input type="checkbox"/> Goalie Post (MHS)	PRO <input type="checkbox"/> Columns (4-walls) <input type="checkbox"/> Columns (4-DF)	PRO PLUS <input type="checkbox"/> Columns (6) <input type="checkbox"/> Columns (displays)
Notes		

- * Please note that columns are 8' tall and require a minimum of 10' clearance; and it is the Client's responsibility to ensure that physical minimum requirements are met for proper DJ lighting installation.
- * JBPC requires a floor layout/plan for the event at least (7) business days prior to the event.

Client Initials _____

Event Coordinator JBPC will provide a professional event coordinator to help the Client with the planning and execution of the event.

<input type="checkbox"/> Coordinator Express (1) meeting with Client to plan event (1) electronic copy of the event program Attends rehearsal session Up to 8 hrs at event/reception	<input type="checkbox"/> Coordinator Deluxe (1) meeting with Client to plan event (1) electronic copy of the event program Attends rehearsal session Up to 12 hrs on the day of the event
Notes	

** It is not the responsibility of the Coordinator to assist the Client with activities that are not directly related with ensuring the successful execution of the event program.*

Hair & Makeup JBPC will send a professional hair stylist and/or makeup artist to the agreed location and time for the services selected below.

Individual <input type="checkbox"/> Hair Only <input type="checkbox"/> Makeup Only <input type="checkbox"/> Hair & Makeup	Group How many? _____ <input type="checkbox"/> Hair Only <input type="checkbox"/> Makeup Only <input type="checkbox"/> Hair & Makeup
Location	Time
Notes	

Client Initials _____

Limousine JBPC will send the limousine of the Client's choice as indicated below.

<input type="checkbox"/> Stretch __ 6 __ 8 __ 10	<input type="checkbox"/> Chrysler 300 (max 10)	<input type="checkbox"/> Hummer H2 __ 16 __ 20	<input type="checkbox"/> Party Bus (max 28)	<input type="checkbox"/> Escalade (max 22)
Fiber optic lights Stereo with CD Ice compartment Non-alcoholic beverages Glassware with napkins Comfortable leg room	Limo tinted windows Luxurious leather interior CD sound system Plasma TV Mirrored ceilings Fiber optic lights Ice compartment, Non-alcoholic beverages Glassware with napkins Comfortable leg room	3 flat tvs Mirrored ceilings Fiber optic lights Ice compartment Non-alcoholic beverages Glassware with napkins Comfortable leg room DVD & Blu-ray Driver rear view window & intercom Luxurious leather interior	Limo tinted windows Luxurious leather interior CD sound system Plasma TV Mirrored ceilings Fiber optic lights Ice compartment Non-alcoholic beverages Glassware with napkins Comfortable leg room	Fiber optic lights Wet bar 4 coolers, glasses & flutes CD sound system Plasmas & DVD Chrome wheels Ice compartment Non-alcoholic beverages Comfortable leg room
Pick-Up Time	Drop-Off Time	Total # of Hrs		
Route Plan				
Notes				

* It is the responsibility of the Client to ensure that all participants cheerfully cooperate and follow the schedule planned for the limousine.

Personalized GOBO A GOBO represents the customization of an event to its fullest level. It's also a classy, fancy, and modern touch; a simple detail that will change drastically the way your event looks.

GOBO Name Line1 _____ Line2 _____
Where will GOBO be displayed? <input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling
How will GOBO be displayed? <input type="checkbox"/> Fixed <input type="checkbox"/> Rotating
Artwork Submittal <input type="checkbox"/> Hard Copy <input type="checkbox"/> Electronic <input type="checkbox"/> JBPC Template
GOBO Type <input type="checkbox"/> Custom steel \$260 <input type="checkbox"/> Custom glass (black & white) \$450
Notes

* GOBO needs to be ordered at least 3 weeks prior to the event date.

* Please note that more text will affect image sizing.

Client Initials _____

- Photography** JBPC will send a professional photographer to serve on site as indicated below by the Client. The photographer may combine traditional, artistic, and spontaneous poses to creatively capture your special day.

Package			
<input type="checkbox"/> Shy Up to 6 hours Unlimited quantity of images shot One photographer on site 100 4X6, 10 5X7, 5 8X10	<input type="checkbox"/> Smile Up to 8 hours Unlimited quantity of images shot One photographer on site 100 4X6, 10 8X10, CD (400 images)	<input type="checkbox"/> Cheese Up to 8 hours Unlimited quantity of image shot One photographer on site 150 4X6, 10 8X10, CD (600 images)	<input type="checkbox"/> Wild Up to 10 hours Unlimited quantity of images shot Two photographers on site 150 4X6, 50 5X7, 5 8X10, 1 16X 20, CD (Up to 800 images) Bonus enhancements
Location(s)			
<input type="checkbox"/> Home <input type="checkbox"/> Church <input type="checkbox"/> Reception <input type="checkbox"/> Other _____			
Notes			

- * Some locations will require prior authorization and/or pass fee may apply.
- * Collages and enhancements can be ordered/purchased separately.
- * JBPC will not be held accountable for not photographing desired individuals or desired poses if there is no one to assist the photographer in identifying such individuals or gathering people for photographs.
- * JBPC is not responsible if key individuals fail to appear or cooperate during photography sessions or for missed images due to details not revealed to the photographer.

- Up Lighting** These fancy lights will create a beautiful atmosphere, enhance and bring "life" to your party/event. Enjoy the evening and the fusion of colors they create, go from a simple STEADY color to an absolute show of dynamic lights.

Fixed <input type="checkbox"/> Package of 6 <input type="checkbox"/> Package of 12 <input type="checkbox"/> Package of 20 Color(s): _____	DMX <input type="checkbox"/> Package of 12 <input type="checkbox"/> Package of 20	Extras <input type="checkbox"/> Spot Light <input type="checkbox"/> Hazel Fog
Notes		

- * JBPC is will install the up lights at its own discretion based on outlet distribution, obstructive objects such as columns, mirrors, limited space, etc.

Client Initials _____

Videography JBPC will send an expert videographer to serve on site as indicated below by the Client. The videographer will creatively capture your special day. Client will provide a total of _____ images to be added as a slideshow.

Package			
<input type="checkbox"/> Basic 1 videographer on site 6 hrs of recording Raw footage	<input type="checkbox"/> Creative 1 videographer on site 8 hrs of recording 3 DVDs (1hr 45m ea) 30 pictures lead-in (slide-show) Musical background	<input type="checkbox"/> Works HD1 1 videographer on site 8 hrs of recording 2 DVDs (1h 45m e/a) 30 pictures lead-in (slide-show) Musical background Ultimate editing	<input type="checkbox"/> Master HD2 2 videographers (two cameras, action/reaction coverage of ceremony and reception) Up to 12 hrs of recording Complete coverage including Bride or Quinceañera preparation 3 DVDs (1hr 45m ea) 30 pictures lead-in (slide-show) Musical background Ultimate editing
Location(s)			
<input type="checkbox"/> Home <input type="checkbox"/> Church <input type="checkbox"/> Reception <input type="checkbox"/> Other _____			
Notes			

* Some locations will require prior authorization and/or pass fee may apply.

* JBPC is not responsible if key individuals fail to appear or cooperate during videography sessions or for missed images due to details not revealed to the videographer.

Client Initials _____

A la Cart'e

- Additional DJ Time\$100 p/hr
- Additional Photographer Time\$90 p/hr
- Additional Videographer Time\$90 p/hr
- Entertainer (1)\$200
- Extra DVD (HD) \$50
- Extra DVD (standard) \$35
- Hazel Smoke \$300.00
- Host\$130
- Party Favors \$50, \$75, \$100
- Photo Studio Backdrop\$300
- Portable PA (1 small mixer, 2 12" speakers, and 1 wired microphone).....\$150
- Master of Ceremony (MC).....\$300
- Projector\$100
- Screen\$150
- Seating Staff (2)\$250
- Security (2)\$250
- Spot Light \$150.00
- Trooper (1).....\$200

Notes

Client Initials _____

Payment Information

Payment Type <i>(Personal checks accepted only for deposit. After deposit any further payment needs to be made in the form of Business Check, Cashier's Check, Money Order, or Cash)</i>			
<input type="checkbox"/> Business Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash			
Fixed Fee Amount			\$
State Tax (6%)			\$
Discount			\$
TOTAL DUE			\$
Deposit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Due on the contract signing date.	Date _____	Deposit	\$
Client will liquidate the balance once the services provided have concluded, not to exceed 30 days after the event.		Balance Due	\$
Payment for Services Completed as of the Day of the Event <i>(must be received prior to the beginning of the event)</i>			\$
Remaining Balance			\$
Amount Paid after all services completed			\$

*Late fee of 7% will be applied to the balance after 30 days from date of event for the first 14 days.

*Late fee of 3% will be applied to the balance after 45 days from date of event.

*Client can request payment arrangements; if needed, as long as the balance is paid in full by the due date.

Cancellations

Early Cancellation Deadline: _____ / _____ / _____

As long as cancellation is done by the deadline specified above (3 business days from contract signing date), the Client reserves the right of canceling the contract without written request and/or prior notice. The Client will not have to pay for any service specified in the contract and, if a deposit was made, JBPC will be responsible for returning the deposit amount in full. However, a cancellation fee of \$75 due to JBPC will apply.

Late Cancellation Deadline: _____ / _____ / _____

Client reserves the right of canceling the contract up to this date with a written notice provided to JBPC. JBPC will stop providing services and if a deposit was made, Client is aware that it will not be reimbursed. After this date, Client is entitled to make changes, excluding cancellations, which could only be applied to the above mentioned event. If a different date or time will be used, Client is aware that new charges and/or fees may apply.

Client Initials _____

Additional Clauses

*Client is entitled to make corrections to the contract up to 10 business days after contract is signed; except cancellations.

*All members of JBPC will maintain a professional behavior towards the Client, and all event participants at all time.

*Clients understand that JBPC has many employees/affiliates and that any of us can attend your event. We work based on availability and schedule, and any of our affiliates are capable of offering a competitive service.

*All of our choreographers work hard to make sure that all routines have a positive response on the audience as well as the party members; however, we can only guarantee this positive outcome if:

- 1) All participants attend all rehearsal sessions.**
- 2) All party participants attend final rehearsal (including parents, godparents, and everyone walking down the aisle).**
- 3) If songs are not changed after the 2nd week of rehearsal.**
- 4) All participants maintain a positive attitude toward the instructor and the routine itself.**
- 5) The choreographer is "NOT" obligated to attend the event, unless he/she is participating in the routine(s). Please note that some participants count on instructor to be present to guide them.**
- 6) If props/accessories are needed for the routine, we will need them during all rehearsal sessions; otherwise, we can't guarantee proper use the day of the event.**
- 7) Choreographer(s) fee(s) is not to be based on how well the participants learn the routine, or the outcome of the routine itself; unless, the instructor has immediate responsibility on the outcome of the performance.**

*Client should be aware that we are insured and bonded; if any accident and/or damage occurs to JBPC equipment due to lack of positioning or setting and/or equipment malfunctions we will be responsible; however, if damage is caused by a 3rd party such as guest(s) or party participant, then Client will be held liable.

*JBPC is children-friendly; however, we strongly suggest that Client contributes to keep children under the age of 12 away from cables, speakers, and all professional equipment.

*All members of JBPC are aware of the importance of proper attire and professional behavior; they understand that smoking and/or drinking is prohibited during working hours at the main venue.

*JBPC works in association with sub-companies which are not allowed to provide any information regarding pricing and or provide quotes; if the Client has questions and/or suggestions please contact JBPC representative directly.

Client Initials _____

By signing this contract JBPC, and Client agree and understand all the terms, clauses, and details of this contract and will respectfully comply with it as specified.

Client

____/____/____

Date

JBPC Representative

____/____/____

Date

JBPC Business Manager

____/____/____

Date