

NO STRESS ZONE ENTERTAINMENT

CORPORATE EVENT OPERATOR RESOURCE

BOOKING BLOCKER TOOL

DJ Contract Essentials Checklist

The clauses you cannot skip. Miss any and your event has exposure.

PAGES

10

COMPLETE IN

25 MIN

nostresszoneent.com

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Why This Checklist Exists

Corporate DJ contracts are often single page vendor templates that miss critical clauses. This checklist covers every clause a professional operator contract should include. Miss any and your legal team will flag it on audit or your event will have unprotected exposure.

A vendor who resists documenting these clauses is a vendor you should not sign with. Real operators welcome contract specificity.

Scope of Work Clause

- ☐ Specific event date documented (not just month).
- ☐ Load in time window specified (with grace period).
- ☐ Load out time window specified.
- ☐ Program hours (start to end of DJ services).
- ☐ Number of operators on floor at event.
- ☐ Gear list attached as exhibit or referenced.
- ☐ Setup responsibilities (who does what).
- ☐ Strike responsibilities (who tears down).

Rehearsal and Preparation Clauses

- ☐ Rehearsal window date and time specified.
- ☐ Rehearsal location documented.
- ☐ Attendees expected at rehearsal listed (operator, emcee, event lead).
- ☐ Rehearsal deliverables specified (locked transitions, tested cues).
- ☐ Venue walk date documented.
- ☐ Venue walk report deliverable specified in writing.
- ☐ Follow up plan on walk findings documented.

Insurance Clause Requirements

- ☐ Minimum general liability coverage specified in dollars.
- ☐ Additional insured status required in contract text.
- ☐ Certificate delivery timing specified (before contract signing).
- ☐ Insurance carrier requirements (rating, licensed states).
- ☐ Waiver of subrogation clause included.
- ☐ Reverification requirement 60 days pre event.
- ☐ Vendor obligation to notify of any coverage changes.

Cancellation Clause Framework

Cancellation terms should be graduated based on notice window.

NOTICE WINDOW	TYPICAL REFUND	WHAT TO PUSH FOR
180+ days	100%	Full refund minus admin fee
90 to 180 days	75%	Full refund minus deposit
60 to 90 days	50%	50% refund with reschedule credit
30 to 60 days	25%	25% refund with reschedule option
Under 30 days	0%	Full retention BUT reschedule credit
Force majeure any window	Full refund	Full refund with 90 day reschedule

- ☐ Cancellation windows documented in writing.
- ☐ Force majeure language included and clear.
- ☐ Rescheduling terms documented separately from cancellation.
- ☐ Refund process and timeline specified.

Payment Terms Clause

- ☐ Deposit percentage clear (typically 30 to 50%).
- ☐ Deposit due date documented.
- ☐ Balance due date documented (typically 14 to 30 days pre event).
- ☐ Payment method options specified.
- ☐ Late payment penalties defined.
- ☐ Overtime rates specified (if program runs long).
- ☐ Change order pricing documented.
- ☐ Final invoice timing documented.

Program Changes and Assignment Clauses

Program changes

- ☐ Process for handling last minute program changes documented.
- ☐ Change order triggers defined (what counts as a change).
- ☐ Additional fees for scope expansion specified.
- ☐ Response time commitments documented.

Assignment

- ☐ Vendor cannot assign contract to different operator without written consent.
- ☐ Named operator specified in contract (blocks bait and switch).
- ☐ Substitution process defined if primary operator becomes unavailable.
- ☐ Notice requirements for any substitution.

Debrief and Confidentiality Clauses

Debrief obligation

- ☐ Post event debrief deliverable required in contract.
- ☐ Debrief timing specified (within 5 business days is standard).
- ☐ Debrief format specified (written report or in person meeting).
- ☐ Debrief recipient list documented.

Confidentiality

- ☐ NDA covers sensitive event content and speaker material.
- ☐ Client name usage restrictions defined (case study permissions).
- ☐ Photo and video rights during rehearsal and event specified.
- ☐ Sponsor information confidentiality specified.

Contract Red Flags

- ☐ Scope is vague or single sentence.
- ☐ Unspecified rehearsal terms.
- ☐ No cancellation window schedule.
- ☐ Weak insurance requirements (below 1M per occurrence).
- ☐ Assignment allowed without written consent.
- ☐ No debrief obligation.
- ☐ Payment terms require 100% upfront.
- ☐ Force majeure clause is one sided (only protects vendor).
- ☐ Confidentiality only protects vendor, not client.
- ☐ No termination for cause clause on either side.

Any contract you sign should be reviewed by your legal team. This checklist is a starting point, not legal advice.

Contract Review Log

VENDOR NAME

CONTRACT VERSION DATE

LEGAL REVIEWER

REVIEW COMPLETION DATE

CLAUSES REQUESTED FOR REVISION

REDLINE ITEMS ACCEPTED BY VENDOR

FINAL SIGN DATE

Every No Stress Zone Entertainment contract includes all clauses above. Visit nostresszoneent.com to review a sample.