

I have emailed you in the past about your upcoming Events, gala & Fundraisers. We have told you about the services that we have available. We wanted to let you know about our new 100% money-back guarantee due to COVID-19 so that you can continue planning your events without worrying about losing your money.

**\*NEW\*** SDA Events is offering all of our clients a 100% refund of your retainer if your special event should get cancelled or postponed due to any state of emergency. We want to make sure that you have peace of mind knowing that you'll be able to cancel if events continue to get cancelled. SDA Events will work with you and your venue (or venue change) to accommodate whatever the new details might have to be.

Here are a few tips and things to keep in mind / consider for your event:

1. Add hand sanitizers at the tables and entrance to the event.
2. Have wipes inside and outside restrooms.
3. Ensure your caterer's food workers will wear protective gloves and change as needed for the entire event.
4. Significantly limit hugging, kissing, and hand-shakes (this might be tough but it is for the safety of all guests)
5. Consider using plastic cups at the bar to minimize repeat use of glassware.
6. Consider disposable paper napkins instead of linen napkins (add more napkins at tables).
7. Consider social distance at the seating tables and the general layout of your room.
8. Make sure the entertainment company wipes down microphones in between guest announcements, speakers, presenters, etc.
9. Make sure the venue has been cleaned and disinfected (especially if your event is in the evening, as there may have been another event during the afternoon).
10. Consider a live internet simulcast of your entire event. This way, family, friends, business associates, key notes, sponsors, etc. that can't make it to the event can still be part of the event.
11. Make sure all of your vendors have policies and procedures in place that will protect you (do they have policies in place for the staff to reduce the risk of spreading the virus).
12. Make sure all of your vendors have the appropriate insurances in place and a force majeure clause in their contract (force majeure allows you to cancel for a full refund due to unforeseeable circumstances that prevent someone from fulfilling a contract).
13. Ensure your vendors be able to accommodate a date change if you are required to change your plans (keep in mind that your event is not the only event that is being rescheduled).

Our office continues to stay open and we can assist with any questions, suggestions, ideas and alternatives. Let us help you make your exciting & memorable. We're happy to get on the phone and advise you even if you've already hired another company.

SDA Events is a full-service entertainment and event production company. We provide high-end event services under one roof without having to hire multiple vendors.

Our service lines include:

audio visual, casino parties, DJs & MCs, lighting & special effects, décor & fabric, inflatables, interactive games, photobooths, pipe & drape, and event rentals. We are available on the web at [www.sdaeevents.com](http://www.sdaeevents.com) or by phone at (845) 693-4576. Direct line 845-218-1959

I look forward to the opportunity to earn your business and to speak with you.

Jeff

Wedding – 360 Photo Shoot – Kartrite Waterpark and

Resort: <https://my.matterport.com/show/?m=P8cwqyKMRzx>

DJ set up – SEFCU Event – 900 Guests: <https://youtu.be/MjPB6ZAo1qA>

Open Format DJ – Snow Ball 2020 Anthony's Pier 9 – 400 Guests: <https://youtu.be/857r62pMJYw>

RWC themed event – Alice in Wonderland – 1000 Guests: <https://youtu.be/qN2cgrrjeRg>

SDA Events - Sizzle Reel – Variety of Service Lines: = <https://youtu.be/x1NKd8IkDQ0>

--

**Jeff Siegel**, CEO & President

SDA Events / The Spencer Daniels Agency, Inc.

Services: Audio/Visual • Casino Parties • Decor & Lighting • DJs & MCs • Inflatables & Games •  
Photography • Event Rentals

Office: (845) 693-4576

Direct Line: 845-218-1959

E-mail: [jeff@sdaevents.com](mailto:jeff@sdaevents.com)

Website: [www.sdaevents.com](http://www.sdaevents.com) | [www.sdacasinoparty.com](http://www.sdacasinoparty.com)

Address: 740 Glen Wild Rd. Woodridge, NY 12789