

PROFESSIONAL PLANNING + DESIGN SERVICE AGREEMENT

This EVENT/WEDDING PLANNING SERVICE AGREEMENT ("Agreement") is made and entered into:

On _____ (today's date)
By and between _____ ("CLIENT") and **COMPANY** ("Planner/Director")
for _____ (event date)

RECITALS:

WHEREAS, Client wishes to engage Consultant as a Planner and/or Consultant; and
WHEREAS, Consultant wishes to accept such engagement; and
WHEREAS, both parties wish to enter into this Agreement in order to provide a full statement of their respective responsibilities; and
NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the parties agree as follows:

1 CONTACT INFORMATION.

Client:	_____	Client:	_____
Address:	_____	Address:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____

2 SERVICES.

For any services selected, the relationship between Planner and any vendor will be independent of each other and not that of employer/employee. Therefore, Planner is not responsible for any cancellation on the part of any vendor, any neglect or damage caused by any vendor, or any fee dispute between client and any vendor. While Planner will be responsible for recommending vendors and assisting Clients with fee and service negotiations, the decision to contract with any vendor is ultimately that of the Client. Planner will not be legally bound by the contracts between Client and any vendor. Client understands that Planner cannot be held responsible for "acts of God" including, but not limited to, inclement weather, fire, and/or destruction of or damage to the event site or any of Client's or vendor's personal property caused by natural occurrences.

If an emergency arises, such as illness, and event director may not be present on event date, **COMPANY NAME** will provide a trained event director that works with the company to direct the event activities. Client will be notified ASAP if this situation arises.

SUGGESTED SERVICES

COMMUNICATION	ACCESS TO ALL PLANNING INFORMATION SUCH AS: DROPBOX (KEEPING ALL FOLDERS, QUOTES, PICTURES, INFO ORGANIZED) GOOGLE DRIVE (EXCEL SHEETS FOR BUDGET, GUEST LIST RSVP TRACKING, MONTH TO MONTH CHECKLIST, SEATING CHART, MEETING SCHEDULES) FACILITATE COMMUNICATION WITH VENDORS
DESIGN DAY	FACILITATE MEETING: MEET AT RECEPTION VENUE TO DISCUSS FLOORPLAN, LOGISTICS, DÉCOR, ETC. INTERVIEW VENDORS: FLOWERS, RENTALS, LIGHTING, PROPS, DRAPES, LINENS, ETC.
BUDGET MEETING	REVIEW ALL DESIGN DAY QUOTES AND CONTRACTS TO DISCUSS AND DEFINE TOP PRIORITIES
TIMELINE & CEREMONY	BEGIN DISCUSSING THE WEEKEND EVENTS BUILDING THE TIMELINE
FINAL VENDOR MEETING DAY	AFTER RSVPs ARE IN, FACILITATE A DETAILED MEETING WITH VENDORS REVIEW ALL RENTALS BASED ON FINAL RSVP AND MAKE ADJUSTMENTS AS NEEDED PHOTOGRAPHER, VIDEOGRAPHER, ENTERTAINMENT DESIGN: FLOWERS, LIGHTING, DRAPERY, ETC.
FINALIZE THE FOLLOWING	FLOOR PLAN & DISCUSS SEATING CHART (# CHAIRS EACH TB) MENU & BAR RENTALS, LINENS, PROPS, CAKE TIMELINE-COMMUNICATE TO ALL VENDORS AND VIP GUESTS
EVENT WEEKEND	ATTEND REHEARSAL AND GATHER ALL WEDDING DAY ITEMS
WEDDING DAY EXECUTION	EVENT MANAGER & ASSISTANT OVERSEE SET UP AND VENDORS SET UP BRIDE AND GROOM PERSONAL ITEMS MAINTAIN TIMELINE AND HANDLE ALL COMMUNICATION OVERSEE LOAD OUT FOR ALL VENDORS HOURLY RATE INCLUDES 1 EVENT DIRECTOR AND 1 ASSISTANT FOR UP TO 100 GUESTS

APPX. HOURS = 40 TO 50 HOURS
\$150.00 HOURLY FEE; CLIENTS BILLED FIRST OF EACH MONTH BASED ON TIME

OPTIONAL SERVICES

APPOINTMENTS WITH VENDORS	SET UP VENDOR APPOINTMENTS, CONFIRM AND CLOSE THE LOOP
MOCK TABLE & TASTING	TASTING AND FLORAL MOCK TABLE FACILITATE CHINA, FLATWARE, GLASSWARE, LINENS, FLOWERS, ETC.
SEATING CHART	TEMPLATE WILL BE CUSTOMIZED TO YOUR FLOORPLAN ESCORT CARDS/BOARD PLACE CARDS/HEAD TABLE DIAGRAM TABLE NUMBERS/NAMES MENU CARDS/SIGNS/BOARDS NAPKIN FOLD/GARNISH
WELCOME BOXES	FOR OUT OF TOWN GUESTS

QUOTES CONFIDENTIAL
SERVICES SUGGESTED BASED ON OVERALL NEEDS

3. TERM.

The term of this Agreement shall commence on today's date and continue through the event date.

4. PAYMENT SCHEDULE.

Planning & Logistics*: Retainer to begin <i>Goes towards 20 hours of planning: logistics day, priority building</i>	\$3,000.00
Clients billed 1st of month after the # of hours has reached retainer limit <i>*Hourly rate is tracked by our standard labor time for planning & logistics Payment is due no later than the 10th of each month. After the 10th of the month-late charges will apply (10% of total per day)</i>	\$150.00 per hour
Payment due 30 days prior to wedding <i>Goes towards 20 hours of final planning & all changes based on RSVPs</i>	\$3,000.00
Payment due 7 days prior to wedding <i>Wedding day execution labor based on # of guests & overall needs Events are staffed based on: # locations Load in/load out times per venue rules Design & decor details</i>	TBD
Design Investment**: Due 7 days prior to event <i>Rentals, Flowers, Linens, Furniture, Drapes, Props</i>	20% overall total
Remaining balance due 7 days post event <i>Any additional hours incurred post event or supplies</i>	TBD

** In order to keep the prices transparent, clients pay vendors directly and see each quote from each vendor to understand where the money is going. The prices for design items are not marked up nor do we take commission from vendors. Our design fee is for the time spent in creative concept development, overseeing concept to execution, experience, and vendor relationships. This varies by each event and client, as each design project is immeasurable with all involved; vendor communication, emails, phone calls, texting, shopping time, getting quotes, reviewing vendor quotes, updates based on guest count, etc.

PAYMENT DETAILS:

Payments can be made online, directly from invoice, when using your checking account
All major Credit Cards (4% processing fee will apply)
Due to unreliable postal service, checks will only be accepted if hand delivered

Additional Details:

Additional Staff \$40.00 per hour per staff member, when needed
Holiday's subject to a 20% increase based on labor needed
Clean up fee may apply, when applicable, based on venue
Travel fee (Mileage) 35 miles outside Nashville metropolitan area
Personal items/props can be picked up from your home & returned for additional fee, based on needs
A change in event date and/or venue may result in additional fees

Terms & Conditions:

Signed contract & retainer required prior to planning process & communication beginning
All payments are non-refundable
\$75.00 fee for all returned checks

Cancellation Policy:

50% total of execution (estimated at \$2,500.00) will be paid if the event is cancelled within **120** days of the scheduled event date. Rebooking the date may not be possible.

Responsibilities:

COMPANY will not be responsible for:
Gifts or personal item
Returning rental items such as tuxedos
Transporting or serving alcohol
Clean up (we can facilitate this service if needed per venue for an additional fee)

Has the right to:

Request final RSVPs and changes 7 days prior to event date
Use all photographs & video footage for promotional purposes, unless otherwise stated by client
Terminate this contract if immoral behavior occurs by client
Be the exclusive official event planner to perform the planning services requested on this contract
Require a hot meal when working more than 6 hours at an event per staff member

Authorize use of credit card

It is optional to authorize **COMPANY** to facilitate payments via credit card to other vendors for retainers, final payments, and/or purchases. There is a separate form to be filled out. Client will be notified when card is used. Form below.

5. GENERAL PROVISIONS.

- 5.1 This Agreement will be governed under the laws of the State of Tennessee.
- 5.2 In the event any of the terms of this Agreement are found to be invalid or unenforceable, that term shall be disregarded and the remainder of the Agreement shall remain binding upon the parties.
- 5.3 This Agreement contains the sole and entire agreement between the parties.
- 5.4 In the event a dispute arises between the parties, the parties agree, after reasonable efforts have been made to resolve the dispute, to submit the dispute to an AAA arbitrator mutually agreed upon by both parties. The parties acknowledge that by agreeing to arbitrate, they are waiving their rights to litigate any claim arising from this Agreement in a court of law.

IN WITNESS THEREOF, the parties hereto have freely entered into this Agreement effective as of the day and year first above written.

COMPANY

Client: _____
DATE: _____

Client: _____
DATE: _____

PLANNER: _____

DATE: _____

Credit Card Authorization Form

Credit Card Type	
Credit Card Number*	
Name on Card	
Expiration Date	
CVV	
Billing Address	

I authorize this card to be used for the following:

_____ Planning retainer (4% processing fee applies)
_____ Monthly Planning Investment (after invoice is sent-4% processing fee applies)
_____ Final Planning Payment (due seven days post event date-4% processing fee applies)
_____ Design Investment (20% of design)

_____ Vendor deposits (this will be noted in your Google drive budget spreadsheet)*
_____ Vendor final payments (this will be noted in your Google drive budget spreadsheet)*

**Processing fee may apply varied by vendor-you will be notified before charging your card*

Terms & conditions

1. For my convenience, I am authorizing **COMPANY** to execute transactions for event planning services, communicate my credit card to vendors to charge the above credit card for a retainer and/or final balance of all or any orders placed.
2. I also authorize **COMPANY** to charge the above credit card for monthly payments, once invoice is sent for hours spent planning the previous month, as well as any items purchased for my event.
3. I agree that I will not dispute any charges from **COMPANY** unless I have made an effort in good faith to rectify the situation directly with vendor and/or planner, and those efforts have failed.
4. I authorize **COMPANY** and vendors to run an address verification search. This verification process is a security measure designed to protect me from illegal fraud against my credit card.
5. I guarantee and warrant that I am the legal cardholder for this credit card, and that I am legally authorized to enter into this agreement with **COMPANY**.

Authorized Signature

The undersigned represents that he/she has the authority to request the above credit card be billed for services according to the terms stated here and without dispute.

Signature

Date

By typing my signature here, I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated on this form.

COMPANY LOGO + INFO