



## **CLIENT CONTRACT & AGREEMENT**

### **Event Information**

Event Type:

Date:

Time:

Venue:

**Clients**

**Bride:**

**Groom:**

**Email:**

**Phone:**

### **Full Wedding Planning Package**

- Initial consultation with bride and groom
- Budget preparation & management
- Provide bride with wedding check list
- Provide budget list
- Assist all site tour, selection and booking of ceremony and reception venues
- Assist with selection of wedding attire and accompaniment to fitting if desired
- Help with finding, negotiating, and booking all vendors. We will schedule appointments and accompany clients to up to all meetings. (Tastings, florals, Stationary, etc)
- Assist with choosing of invitations
- Wedding design for all aspects of the event, color scheme, theme exc.
- Finding and selecting vendors (photographers, videographers, florist, and DJ exec.)
- Vendor contract review and negotiation
- Unlimited phone calls, emails, and meetings with Planner during business hours.
- Answer etiquette questions
- Guest service (We negotiate hotel blocks, assist with welcome bags, book transportation)
- Assist with bridal show, bachelorette, wedding brunch
- Assist with rehearsal dinner

- Stationary review (invites, menus, table cards)
- Timeline for day of event
- Timeline management
- Attend final walk through
- Assistant to help planner the day of wedding (Depending on number of guests)
- RSVP management
- Oversee vendor set up and tear down
- Post wedding- Review link will be sent and all pictures taken by planner will be sent to couple.

#### Rehearsal

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional (unless otherwise done so by Ceremony venue personnel)
  - Remind wedding party of where they need to be the following day, and at what time.
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#### Pre-Ceremony

- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up their equipment
- Ensure all flowers arrive on time and distribute to wedding party
- Confirm photographer and videographer arrive on time, and are aware of the day's timeline
- Coordinate with transportation vendor so the wedding party departs for the Ceremony as scheduled
- Make sure the Groom and Groomsmen are dressed and ready on time
- Communicate any last minute details to the wedding party
- Communicate with the transportation driver and wedding party so that everyone arrives at the Ceremony on time
- Transport items such as the Bride's dress (if getting dressed at the Ceremony location), rings, wedding party's personal belongings, and any Ceremony and Reception décor
- Ceremony Management
- Ensure florist has delivered and set up all Ceremony floral arrangements
- Ensure that personal flowers i.e. Groom and Groomsmen Boutonnieres, Flower Girl bouquet and attendant corsages have arrived at Ceremony location
- Distribute all flowers to remaining bridal party and family members
- Set up programs and other Ceremony items i.e. guest book, unity candles, and send off items
- Ensure that Ceremony musicians have arrived and direct them as to where to set up
- Ensure that Ushers/Groomsmen arrive on time and are ready to escort guests
- Ensure designated attendants arrive on time and are ready to pass out programs and assist with the guest book
- Alert Ushers/Groomsmen as to when to begin escorting guests to their seats

- Coordinate with the Ceremony officiator to determine signals or cues that will begin the Ceremony
- Communicate a 'Countdown to I Do' with the wedding party members as the day progresses
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue Ceremony musicians when bridal party is ready to begin processional
- Transport items from the Ceremony location to the Reception venue and store any items not needed at the Reception

#### Prior to Reception

- Greet vendors and instruct them as to where to set up (i.e. band/DJ, florist, baker and caterer)
- Make sure band, DJ or designated emcee can correctly pronounce the wedding party's names (and in the right order) for the introductions
- Make sure Cocktail Hour and Reception décor is set up according to plan
- Make sure all flowers are set up according to floral order
- Make sure reception décor is set up according to plan
- For outdoor tents, make certain that lighting is arranged and working appropriately
- Meet with catering staff to confirm food timeline
- Arrange escort cards
- Set up guest book, cake cutting utensils, and champagne flutes
- Set up table numbers and menu cards
- Set up favor table or place favors at individual seats
- Assist catering and/or venue staff with remaining setup needs
- Look over guest tables and head table to confirm they are set up properly
- Review final set up before guest arrival

#### Reception Management

- Ensure proper flow of Cocktail Hour food and drinks
- Encourage guests to take their seats at the appropriate time
- Help guests locate their escort cards and dining tables
- Locate Bride, Groom and wedding party and instruct them to stay to the side of main dining room until they receive cue for their introduction
- Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced
- Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, parent dances, cake cutting, and toasts)
- Cue Father of the Bride, Best Man and Maid of Honor when they are about to be announced for toasts
- Know the catering service's schedule, and help ensure that guests are served at the appointed time

- Distribute final payments/gratuities to vendors at the end of the night
- Prevent and fix any problems that may arise during the event
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle
- Coordinate Reception departure transportation and/or final exist.

Cost to the couple is \$6,000

#### Payment Terms

50% on date of booking to reserve your date.

100% of remaining balance due 30 days before your event.

Payments can be made through Zelle

#### Contract Terms

Client understands that it is the client's responsibility to acquire a valid marriage license in the state where the wedding ceremony will take place and the marriage license must be on the premises when the ceremony is performed. Planner agrees to provide the officiant with marriage license prior to the start of the ceremony.

The agreement of the planner to be present day of, unless she is booked for two events on the same day. If Planner will be sending assistant or her team for you event, it will be communicated to you prior to booking. Planner agrees to communicate with you prior to the signing of contract if another event has already been booked.

Client must provide the planner with a list of vendors at least 30 days prior to the event, with contact information and invoices (if applicable). Planner must be aware of the services contracted to ensure smooth running day of.

Client understands the Planner is there to coordinate the event day of and/or Plan day f event. Planner will not be responsible for cleaning up tables, trash, serving food and/or drinks, or bartending. Client understands it is required they have a vendor or venue space is responsible for same. Planner agrees to pick up all items such as card box, guest book, decorative signs, any photographs out for the display before the end of the wedding. Planner will place items in a save spot and communicate, either with the spouses or someone from the wedding party on where said items are.

In no event shall Company be liable under this Agreement to Client or any other third party for consequential, indirect, incidental, special, exemplary, punitive, or enhanced damages, arising out of, relating to, or in connection with any breach of this Agreement, regardless of (a) whether such damages

were foreseeable, (b) whether or not Client was advised of such damages, and (c) the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based Indemnification.

The Planner shall be held harmless for any and all injury to client during the course of the event and the immediately surrounding events. Should the planner or team feel their life is in danger , they reserve the right to leave the event.

The agreement of the planner is to ensure the couple are the first to eat dinner, Planner will ensure to bring plate of food over to them or ensure the venue brings it over to them. Client understands a vendor meal must be provided to the planner. During the guests' dinner the planner will step away and have meal.

#### CANCELLATION and REFUND:

The agreement of the planner is to assist in the planning of your event and coordinate all aspects on the day of your event. This means ensure all vendors arrive on time, as well as assist them on where to set up. Ensure florals are delivered and distributed to the wedding party.

The wedding is subject to proven detention by accidents, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond their control. If such circumstances arise, all reasonable efforts will be made by the planner to find a replacement. Should the planner be unable to secure a replacement, client shall receive a full refund. Client agrees that in all circumstances, planner liability shall be exclusively limited to an amount equal to the performance fee and that planner shall not be liable for indirect or consequential damages arising from any breach of contract.

All deposits are **nonrefundable**.

If the client wishes to have the planner attend the rehearsal, it needs to be explicitly communicated prior for the planner to schedule accordingly. Should the planner be unable to attend the rehearsal due to another event or time conflict, it will be communicated weeks prior to plan accordingly and/ or reschedule.

Planner services Miami-Dade, Broward, and Palm Beach counties. All other counties in the State of Florida will incur a travel fee to be discussed between planner and couple. This can be paid 7-10 days prior to the event.

Any additional time the planner would need to stay would be an additional \$150 an hour. For example, if it was arrived upon the event would end at 12am and you've extended to 1am , and you like Planner to stay it would be an additional \$150 an hour. Should the planner require an additional second planner to manage day of it would be an additional \$200 to the couple. This will be communicated with the couple 2 weeks prior to the wedding.

If payment is not made in full before 7-10 days prior to the event, Planner reserves the right to refuse to go to the wedding and coordinate day of.

By signing this agreement, both spouses are aware of the terms and conditions of this contract. Client understands failure to adhere to contract may result in the planner canceling services. Planner reserves the right to

### **Signatures**

Planner: \_\_\_\_\_

Client (Bride): \_\_\_\_\_

Client (Groom): \_\_\_\_\_

**Further communication Please feel free to contact (786)203-9526 via, text or phone call**

**Email communications should be sent to [Eventsbybbg@gmail.com](mailto:Eventsbybbg@gmail.com)**