

WEDDING & EVENT PLANNER AGREEMENT

For planning and coordination services

This Wedding & Event Planner Agreement (the "Agreement") is entered into as of ____ day of _____, 20____ (the "Effective Date"), by and between:

CLIENT(S)

Client 1 Full Name	
Client 2 Full Name (if applicable)	
Address	
Email	
Telephone	

PLANNER ("Service Provider")

Business Legal Name	
Business Address	
Lead Planner / Coordinator Name	
Liability Insurance Carrier / Policy No.	
Email	
Telephone	

EVENT DETAILS

Event Type	<input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Anniversary <input type="checkbox"/> Corporate <input type="checkbox"/> Birthday <input type="checkbox"/> Other: _____
Event Date	
Backup / Rain Date (if any)	
Start Time / End Time	
Event Location / Venue	
Estimated Guest Count	

Event Theme / Style (optional)	
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1. Service Package

The Planner shall provide the following service package (check one):

- (a) Full Planning & Design — comprehensive planning from start to finish, including concept development, vendor selection, budget management, design and styling, and on-the-day coordination.
- (b) Partial Planning — planning services beginning at a defined point in the timeline, with selected services as listed in Exhibit A.
- (c) Month-Of / Day-Of Coordination — the Planner takes over logistics _____ weeks before the Event, reviews existing vendor contracts, finalizes the timeline, and manages the day-of execution.

Detailed services for the selected package are set out in Exhibit A and incorporated by reference.

2. Scope of Services

The Planner's services may include, as applicable to the package selected:

- (d) Initial consultation and discovery meetings;
- (e) Budget creation and ongoing tracking;
- (f) Vendor research, recommendations, and management;
- (g) Venue scouting and selection assistance;
- (h) Design concept and styling guidance;
- (i) Floor-plan and seating-chart support;
- (j) Timeline development and distribution to vendors;
- (k) Rehearsal coordination (where applicable);
- (l) On-site supervision on the Event day for up to _____ hours, with up to _____ assistant(s);
- (m) Post-event follow-up: vendor breakdown coordination, return of rentals, gift transport (if pre-arranged).

2.1 Out of Scope. The Planner does not act as a caterer, florist, designer, officiant, photographer, or any other vendor unless expressly agreed. The Planner does not provide legal, tax, accounting, immigration, or marriage-license advice.

3. Vendor Coordination

3.1 Recommendations. The Planner may recommend vendors based on its experience and the Client's preferences. The Client retains final selection authority and shall contract directly with each vendor.

3.2 No Kickbacks. The Planner shall not accept any undisclosed referral fee, kickback, or commission from any vendor. Any such payment shall be disclosed in writing to the Client.

3.3 Liability for Vendors. The Planner is not responsible for the acts or omissions, performance, quality, or fees of third-party vendors. The Planner shall use reasonable care in coordinating vendors but does not guarantee their performance.

4. Fees and Payment

4.1 Total Fee. The total fee for the services above is \$_____ (the "Fee").

4.2 Fee Structure. (Select one.) Flat Fee Tiered by Package Percentage of total Event budget (____%) Hourly at \$_____ per hour with not-to-exceed cap of \$_____.

4.3 Payment Schedule:

- (n) Non-refundable retainer of \$_____ (or ____% of the Fee) due upon signing to reserve the Event date;
- (o) Progress payment(s) of \$_____ due on _____;
- (p) Final payment of \$_____ due no later than ____ (__) days before the Event.

4.4 Travel and Expenses. Travel beyond ____ miles from the Planner's base, lodging when overnight stay is required, and pre-approved out-of-pocket expenses shall be reimbursed at cost (or at cost plus ____%).

4.5 Late Payments. Late amounts accrue interest at ____% per month or the maximum permitted by law. The Planner may suspend services for any undisputed amount more than ____ (__) days past due.

5. Date Reservation and Exclusivity

The retainer reserves the Event date on the Planner's calendar; the Planner shall not accept another booking that materially conflicts with the Event without the Client's consent. The retainer is non-refundable to compensate the Planner for taking the date off the market.

6. Substitute Coordinator

If the lead Planner is unable to attend the Event due to illness, emergency, or other circumstances beyond reasonable control, the Planner shall provide a qualified substitute coordinator at no additional cost. The Planner shall promptly notify the Client of any substitution.

7. Client Cooperation

The Client shall (a) provide accurate, timely information and decisions; (b) promptly review and approve vendor recommendations, timelines, and design materials; (c) introduce the Planner to vendors and grant authority to coordinate; and (d) make timely payments. Delays caused by the Client are not the Planner's responsibility.

8. Cancellation, Postponement, and Force Majeure

8.1 Cancellation by Client. If the Client cancels the Event, the retainer is forfeited. The following cancellation schedule applies to additional amounts paid:

- (q) More than ____ days before the Event: refund of payments above the retainer, less services already rendered;
- (r) Between ____ and ____ days before: ____% of the Fee due/retained;
- (s) Within ____ days of the Event: 100% of the Fee due/retained.

8.2 Postponement. If the Client postpones the Event, the Planner will use reasonable efforts to accommodate the new date subject to availability. A postponement fee of \$_____ may apply. If the Planner is unavailable on the new date and a mutually agreed substitute cannot be arranged, the cancellation schedule above applies.

8.3 Force Majeure. Neither Party is liable for delay or failure to perform due to events beyond reasonable control (e.g., severe weather, fire, natural disaster, epidemic/pandemic, government orders, terrorism). The Parties shall first attempt to reschedule the Event to a mutually agreeable date. If rescheduling is not possible, the Parties shall negotiate in good faith a fair allocation of fees already paid based on services already rendered.

9. Photography and Promotional Use

The Client grants the Planner permission to use non-identifying photographs and details of the Event for the Planner's portfolio, social media, and marketing, unless the Client objects in writing. The Planner shall not disclose financial details or share images of children or guests who have requested privacy.

10. Insurance and Limitation of Liability

10.1 The Planner shall maintain general liability insurance of at least \$_____ per occurrence.

10.2 Except for gross negligence or willful misconduct, the Planner's total liability under this Agreement shall not exceed the total Fee actually paid by the Client. Neither Party shall be liable for indirect, incidental, or consequential damages.

11. Indemnification

Each Party shall indemnify the other for third-party claims arising out of its own negligence or willful misconduct in connection with this Agreement. The Client shall be solely responsible for guest behavior and venue compliance.

12. Dispute Resolution and Governing Law

The Parties shall first attempt to resolve any dispute through good-faith negotiation. If unresolved within ____ (__) days, the dispute shall be submitted to _____. This Agreement shall be governed by the laws of _____.

13. General Provisions

13.1 Entire Agreement. This Agreement, with any exhibits, is the entire agreement on its subject.

13.2 Amendments must be in writing and signed by both Parties.

13.3 This Agreement may be signed in counterparts, including by electronic signature.

By signing below, the parties acknowledge that they have read, understood, and agree to be bound by all terms of this Agreement.

<p>CLIENT</p> <hr/> <p>Signature</p> <p>Name: _____</p> <p>Date: _____</p>	<p>PLANNER</p> <hr/> <p>Signature</p> <p>Name: _____</p> <p>Date: _____</p>
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— END OF AGREEMENT —

This template is for general informational purposes only and is not legal advice. Event-industry contracts touch on consumer-protection, insurance, and liquor-license rules that vary by jurisdiction — consult a qualified attorney before use.