

# WEDDING PLANNER CONTRACT

*Engagement of a planner for wedding planning, design, and coordination*

**A note to the couple:** This contract reflects what a wedding planner typically does — it is not legal, tax, immigration, or marriage advice. Couples are responsible for obtaining their own marriage license, completing any officiant paperwork, and confirming any name-change steps after the wedding.

This Wedding Planner Contract (the “Contract”) is entered into as of \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the “Effective Date”), by and between:

## CLIENT(S) (“Couple”)

|                     |  |
|---------------------|--|
| Partner 1 Full Name |  |
| Partner 2 Full Name |  |
| Address             |  |
| Primary Email       |  |
| Primary Phone       |  |
| Best Times to Reach |  |

## PLANNER

|  |  |
|--|--|
| Business Legal Name                      |  |
| Business Address                         |  |
| Lead Planner / Coordinator Name          |  |
| Assistant Coordinator(s) (if known)      |  |
| Liability Insurance Carrier / Policy No. |  |
| Email                                    |  |
| Phone                                    |  |

## WEDDING DETAILS

|              |  |
|--------------|--|
| Wedding Date |  |
|--------------|--|

|  |  |
|--|--|
| <b>Backup / Rain Date (if any)</b>                                     |  |
| <b>Ceremony Time</b>   |  |
| <b>Reception Time</b>  |  |
| <b>Ceremony Venue</b>  |  |
| <b>Reception Venue</b>   |  |
| <b>Estimated Guest Count</b>   |  |
| <b>Wedding Party Size</b>  |  |
| <b>Wedding Style / Theme (e.g., classic, garden, modern, cultural)</b> |  |
| <b>Cultural / Religious Traditions to Honor (if any)</b>               |  |
| <b>Color Palette</b>   |  |
| <b>Estimated Wedding Budget</b>  |  |

**1. Planning Package**

The Planner shall provide one of the following packages (check the selected package):

**FULL PLANNING & DESIGN**

Comprehensive planning from engagement through the wedding day, typically beginning \_\_\_\_\_ to \_\_\_\_\_ months out, including:

- (a) Unlimited consultations (in person, phone, video) and email/text support during business hours;
- (b) Budget creation, allocation, and ongoing tracking;
- (c) Venue scouting, site visits, and contract review for both ceremony and reception venues;
- (d) Curated vendor recommendations, vendor outreach, contract review, and ongoing vendor management for: photographer, videographer, florist, caterer, baker, DJ/band, officiant, hair and makeup, transportation, rentals, stationery, and any additional vendors needed;
- (e) Full design and styling: concept development, mood boards, color palette, decor selection, paper goods coordination, table-scape design, and rentals selection;
- (f) Guest list, RSVP tracking, seating chart, and place-card coordination support;
- (g) Wedding website and stationery (save-the-dates, invitations, programs, menus, signage) guidance;
- (h) Rehearsal-dinner planning support (if requested);
- (i) Final timeline creation and distribution to wedding party and all vendors;

- (j) Rehearsal direction (typically the evening before the Wedding) for up to \_\_\_\_\_ hours;
- (k) On-site wedding-day coordination as set forth in Article 5.

▫ **PARTIAL PLANNING**

Planning support that begins after the Couple has selected the venue and some vendors, typically beginning \_\_\_\_\_ months out. Includes vendor referrals for unfilled vendor roles, budget review, design refinement, timeline creation, vendor coordination in the final months, rehearsal direction, and on-site wedding-day coordination. The specific included services are listed in Exhibit A.

▫ **MONTH-OF / WEDDING-DAY MANAGEMENT**

The Planner assumes management of the Wedding logistics \_\_\_\_\_ weeks before the Wedding date. Includes a transition meeting; review of all existing vendor contracts and the venue agreement; final venue walk-through; production of a master timeline; vendor confirmation calls; rehearsal direction; and on-site coordination on the Wedding day as set forth in Article 5. Vendor research and selection are not included.

## 2. Discovery and Planning Meetings

2.1 The Couple and the Planner shall meet at the following milestones, in person or by video at the Planner's discretion based on the package:

- (l) Initial discovery meeting within \_\_\_\_\_ days of signing;
- (m) Budget and vision-setting meeting;
- (n) Design / mood-board meeting;
- (o) Vendor-status check-ins at \_\_\_\_\_ months, \_\_\_\_\_ months, and \_\_\_\_\_ weeks out;
- (p) Final logistics meeting at approximately \_\_\_\_\_ weeks out;
- (q) Final walk-through at the venue(s).

2.2 Communication Window. The Planner is available during business hours of \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM, \_\_\_\_\_ days per week. Same-day responses are typical Monday–Friday; weekend responses may be slower except in the final \_\_\_\_\_ weeks and on the Wedding day itself, when the Planner is fully available.

## 3. Vendor Coordination

3.1 The Couple shall enter into and remain responsible for direct contracts with each vendor; the Planner does not contract on the Couple's behalf or pay vendors out of the Planner's funds.

3.2 Recommendations and Discounts. Any vendor recommendations are based on the Planner's professional judgment and prior experience. The Planner shall disclose in writing any referral fee, commission, or rebate received from a recommended vendor.

3.3 The Planner shall, at the appropriate stage of the engagement:

- (r) Confirm all booked vendors in writing;
- (s) Review vendor contracts and flag concerns to the Couple (the Planner is not a lawyer);
- (t) Distribute the master timeline to all vendors at least \_\_\_\_\_ days before the Wedding;
- (u) Conduct vendor confirmation calls in the final week;
- (v) Manage vendor arrivals, setups, and meal timing on the Wedding day.

3.4 The Planner is not responsible for the acts, omissions, performance, quality, pricing, or breaches of any third-party vendor.

#### 4. Design Services (if applicable)

For Full Planning and Partial Planning packages where design is included, the Planner shall develop and present:

- (w) Inspiration boards and design concept;
- (x) Color palette and material direction;
- (y) Floral direction provided to the florist;
- (z) Table-scape layouts including linens, charger plates, glassware, candleholders, place settings, menus, and centerpieces;
- (aa) Ceremony decor layout;
- (bb) Stationery suite direction;
- (cc) Signage placements;
- (dd) Lighting design coordination with the venue or lighting vendor.

The Couple shall be entitled to up to \_\_\_\_\_ rounds of design revisions; additional rounds may incur a fee of \$\_\_\_\_\_ per round.

#### 5. Rehearsal and Wedding-Day Coordination

5.1 Rehearsal. The Planner shall direct the rehearsal for up to \_\_\_\_\_ hours, typically the day before the Wedding. The Planner shall coordinate processional order, positioning, cues, and a brief walk-through of the ceremony.

5.2 Wedding-Day Coverage. The Planner shall be on site for up to \_\_\_\_\_ hours on the Wedding day, beginning at approximately \_\_\_\_\_ AM/PM with vendor setup arrival and ending after the Couple's departure and basic transition. Additional time shall be billed at \$\_\_\_\_\_ per hour or partial hour. The Planner shall be accompanied by up to \_\_\_\_\_ assistant coordinator(s).

5.3 Wedding-Day Duties may include:

- (ee) Direction and oversight of vendor setup;
- (ff) Coordination of getting-ready timing, photography first looks, and transportation;
- (gg) Cueing the processional, ceremony, and recessional;

- (hh) Coordinating cocktail-hour and reception transitions (grand entrance, first dance, toasts, parent dances, cake cutting, bouquet/garter, last dance, send-off);
- (ii) Managing the timeline and adjusting on the fly as needed;
- (jj) Distributing final vendor payments and gratuities from cash/envelopes provided by the Couple;
- (kk) Coordinating gift, card, and personal-item transport at end of night;
- (ll) Managing minor issues, troubleshooting, and “emergency kit” needs (basic sewing kit, stain pen, safety pins, etc.);
- (mm) Liaison with the venue’s on-site manager.

5.4 Vendor Meals and Breaks. The Couple shall arrange a vendor meal for the Planner and any assistants for coverage exceeding \_\_\_\_\_ hours. The Planner and assistants may take reasonable short breaks.

**6. What This Service Does Not Include**

Unless expressly included in the chosen package or in Exhibit A, this Contract does not include:

- (nn) Floral design or floral arranging;
- (oo) Catering or bartending;
- (pp) Officiating, religious or cultural ceremony scripting;
- (qq) Photography or videography;
- (rr) DJ or music performance;
- (ss) Travel arrangements, honeymoon planning, or destination coordination beyond the Wedding;
- (tt) Bachelor / bachelorette parties, bridal showers;
- (uu) Legal, tax, immigration, or marriage-license advice;
- (vv) Submitting marriage paperwork or filing name-change documents;
- (ww) Day-after brunches or post-wedding events (unless expressly added).

The Couple is responsible for obtaining the marriage license per applicable jurisdiction rules and timing.

**7. Fees and Payment**

7.1 Total Fee. The total fee for the selected package is \$\_\_\_\_\_ (the “Fee”).

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

7.3 Payment Schedule:

- (xx) Non-refundable retainer of \$\_\_\_\_\_ (or \_\_\_\_% of the Fee) due upon signing to reserve the Wedding date;
- (yy) Progress payment(s) of \$\_\_\_\_\_ due on \_\_\_\_\_ and \$\_\_\_\_\_ on \_\_\_\_\_;
- (zz) Final payment of \$\_\_\_\_\_ due no later than \_\_\_\_\_ (\_\_\_\_) days before the Wedding.

7.4 Travel and Expenses. Travel beyond \_\_\_\_\_ miles from the Planner's base shall be reimbursed at \$\_\_\_\_\_ per mile (or a flat travel fee of \$\_\_\_\_\_). Lodging when overnight stay is required shall be at the Couple's expense, with the Couple booking accommodation at a venue reasonably acceptable to the Planner.

7.5 Late Payments 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.

## 8. Date Reservation; Exclusive Booking

The retainer reserves the Wedding date on the Planner's calendar; the Planner shall not accept another wedding booking that materially conflicts with the Couple's Wedding date without the Couple's prior written consent. The retainer is non-refundable to compensate the Planner for taking the date off the market and for early planning work.

## 9. Substitute Coordinator

If the lead Planner is unable to attend the Wedding due to illness, emergency, family death, severe weather, or other events beyond reasonable control, the Planner shall provide a qualified substitute coordinator (familiar with the Couple's file) at no additional cost, and shall promptly notify the Couple. If no acceptable substitute can be arranged, the Planner shall refund all amounts paid (including the retainer) and shall have no further liability.

## 10. Couple's Cooperation

The Couple shall:

- (aaa) Provide accurate, timely information and decisions in response to the Planner's reasonable requests;
- (bbb) Promptly review and approve vendor recommendations, timelines, and design materials;
- (ccc) Introduce the Planner to vendors and grant authority to coordinate on the Couple's behalf;
- (ddd) Be reachable at the contact information provided, and notify the Planner promptly of any changes;
- (eee) Communicate any family dynamics, sensitivities, or accessibility needs the Planner should be aware of;
- (fff) Make timely payments per Article 7;
- (ggg) Obtain the marriage license and any required officiant paperwork independently.

Delays caused by the Couple are not the Planner's responsibility and shall not entitle the Couple to a fee reduction.

## 11. Cancellation, Postponement, and Force Majeure

11.1 Cancellation by Couple. If the Couple cancels the Wedding, the retainer is forfeited. Additional refunds, if any:

(hhh) More than \_\_\_\_\_ days before: refund of payments above the retainer, less services already rendered;

(iii) Between \_\_\_\_\_ and \_\_\_\_\_ days before: \_\_\_\_\_% of the Fee due/retained;

(jjj) Within \_\_\_\_\_ days of the Wedding: 100% of the Fee due/retained.

11.2 Postponement. If the Couple postpones, the Planner shall use reasonable efforts to accommodate the new date subject to availability. A postponement administration fee of \$\_\_\_\_\_ may apply, plus any non-recoverable costs already incurred. If the Planner is unavailable on the new date and a mutually agreed substitute cannot be arranged, the cancellation schedule above shall apply.

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

## 12. Photography and Promotional Use

The Couple grants the Planner permission to use photographs, video clips, and non-financial details of the Wedding for the Planner's portfolio, website, social media, blog features, magazine submissions, and marketing, with reasonable discretion, unless the Couple objects in writing. The Couple's names may be used at first-name level only. Children's images shall not be shared without the Couple's written consent. The Planner shall not disclose specific financial details of the Wedding budget.

## 13. Insurance, Indemnification, and Limitation of Liability

13.1 The Planner shall maintain general liability insurance of at least \$\_\_\_\_\_ per occurrence.

13.2 Each Party shall indemnify the other for third-party claims arising out of its own negligence or willful misconduct. The Couple shall be solely responsible for the conduct of guests, wedding party, and family members.

13.3 Except for gross negligence, willful misconduct, or bodily injury caused by the Planner, the Planner's total liability under this Contract shall not exceed the total Fee actually paid by the Couple. Neither Party shall be liable for indirect, incidental, or consequential damages, including loss of sentimental value or emotional distress beyond what is awarded as actual damages.

## 14. Confidentiality

Each Party shall keep confidential the other Party's non-public information, including budgets, family details, vendor pricing, and personal arrangements. This obligation survives the end of this Contract for \_\_\_\_ years.

## 15. Independent Contractor

The Planner is an independent contractor and not an employee, agent, partner, or joint venturer of the Couple. The Planner is responsible for its own taxes, insurance, and benefits, and has no authority to bind the Couple beyond the authority expressly granted in this Contract.

## 16. Dispute Resolution and Governing Law

16.1 The Parties shall first attempt to resolve any dispute through good-faith negotiation. If unresolved within \_\_\_\_ (\_\_) days, the dispute shall be submitted to \_\_\_\_\_ (e.g., mediation, then small-claims or binding arbitration, or the courts of [jurisdiction]).

16.2 This Contract shall be governed by the laws of \_\_\_\_\_, without regard to its conflict of laws principles.

16.3 The prevailing Party in any action to enforce this Contract shall be entitled to recover its reasonable attorneys' fees and costs.

## 17. General Provisions

17.1 Entire Agreement. This Contract, together with any exhibits, constitutes the entire agreement on its subject.

17.2 Amendments. Modifications must be in writing and signed by both Parties.

17.3 Assignment. Neither Party may assign this Contract without the other Party's prior written consent.

17.4 Severability. If any provision is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

17.5 No Waiver. The failure of either Party to enforce any provision shall not be a waiver of future enforcement.

17.6 Notices. Notices shall be in writing and delivered to the addresses set forth above by personal delivery, recognized courier, certified mail, or email with confirmation of receipt.

17.7 Counterparts and Electronic Signature. This Contract may be signed in counterparts, including by electronic signature, each of which shall be deemed an original.

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

|                           |                           |
|---------------------------|---------------------------|
| <b>COUPLE — PARTNER 1</b> | <b>COUPLE — PARTNER 2</b> |
| _____<br>Signature        | _____<br>Signature        |
| <b>Name:</b> _____        | <b>Name:</b> _____        |
| <b>Date:</b> _____        | <b>Date:</b> _____        |

— END OF CONTRACT —

*This template is for general informational purposes only and is not legal advice. Consult a qualified attorney before use.*

**PLANNER**

\_\_\_\_\_  
Signature · Name: \_\_\_\_\_

**Business / Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_