

Date _____
Client Name(s) _____
Address _____
Phone Number _____
Email Address _____



Pure Heart, Free Spirit Event Design
Alexis Ozment, CEO & CWEP
682.241.2646
alexis@phfseventdesign.com
www.pureheartfreespireventdesign.com

This contract follows our initial consultation on [Month, Day, Year], during which we discussed your wedding/event and my professional role in regards to planning.

It is my understanding that you have chosen the _____ Package and will retain me as a Professional Wedding/Event Consultant and Wedding/Event Day Coordinator for your wedding/event scheduled on [Date].

Description of Services

As a consultant my role includes:

-
- Unlimited consultations with you via telephone/email
-
- Assistance in budget determination and breakdown as needed
-
- Discussion of theme, color, style, and complete wedding design
-
- Research of wedding/event professionals in each category that fit your event style and budget, as well as, providing suggestions and guidance for making final selections
-
- Attendance at vendor appointments of your choice, with previous notice one week prior to the appointment
-
- Up to ____ hours of professional in-person consultation time throughout the planning process

As Wedding Day Coordinator my duties include:

-
- Visits to both ceremony and reception sites prior to wedding
-
- Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party
-
- Follow up telephone calls to all contracted vendors 1 – 2 weeks prior to scheduled wedding day

Wedding Rehearsal Supervision:

-
- On-site coordination and supervision at the ceremony venue and during the reception on the day of your wedding
-
- An additional event manager, on site, the day of the wedding

*Please note that the services listed above may not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc.

As the client, you will rely on me to work as many hours as may be reasonably necessary to fulfill my obligations under this agreement.

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Conditions

–
I understand that my role will be that of advisor and coordinator. You will make the actual selections of service providers and I will implement those selections.

–
You will make payments directly to the service providers/vendors and not to Pure Heart, Free Spirit Event Design. I do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product. Pure Heart, Free Spirit Event Design will therefore not be held responsible for the actions of any service providers/vendors used for your wedding day.

If litigation occurs, it occurs in the jurisdiction where my office is located and the winning party will be reimbursed for attorney and legal fees and court costs.

–
It is the responsibility of the bride and or groom to provide me with contact names, telephone numbers and any scheduled timetables for all service providers involved in the wedding ceremony/reception no later than 21 days prior to the wedding or upon the signing of this letter.

–
It is also your responsibility to notify me of any changes in a timely manner. I shall not be held liable for any changes made by you or your selected service providers.

–
I will use my professional judgment when taking action in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations and/or your wishes.

–
In the event a venue coordinator is on site I will work with you and the coordinator as needed.

Fees & Payment Schedule

For my services, you will be required to pay a deposit of \$_____, equaling half of the total amount of your chosen package.

The total balance must be paid in full 14 days, _____, prior to wedding date, _____. Payments may be made at any time before _____.

Term/Termination

This terms set forth in this contract are legally binding upon completion of this contract.

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Changes/Cancellations

Any changes made to this letter of agreement must be made in writing and signed by all parties. You may cancel this agreement, in writing, for any reason. If the wedding is canceled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses. If you cancel less than 14 days before the scheduled wedding date – except for the death of a member of your immediate family – there will be no refund. If the wedding is not canceled, there will be no refund.

Acts of God

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your wedding; I will require payment only for the time actually spent planning your wedding.

If your understanding parallels mine, please sign one copy of this letter and return it to me along with your payment in the amount of \$_____.

I wish you all the happiness in the world and look forward to working with you to make your wedding the most enjoyable and memorable day of your life.

Sincerely,

Event Planner/Coordinator's signature

Client's signature _____

Client's signature _____

Date: _____