



LETTER OF AGREEMENT

Dear [Bride and Groom]

This letter follows our meeting on (____) during which we discussed your wedding and my professional role in helping you plan it.

It is my understanding that, you have chosen the [Partial Wedding Planning Package] for your wedding scheduled on (____).

Description of Services

As Partial Wedding Planner my duties include:

- Unlimited phone & email support
- Initial consultation to discuss plans
- Determine what needs to be done
- Visit to ceremony & reception site to go over set-up
- Oversee diagrams and floor plans
- Assistance with site design, color scheme, theme & style
- List of preferred vendors as needed for the client to set appointments with.
- Month before wedding meeting
- Collection of wedding items to be set-up on wedding day
- On-Site coordination & Management of entire wedding day as needed
- Supervision of venue set-up as planned, candles lit, DJ on time
- Coordination of vendors to ensure services are provided as scheduled
- Assist with break-down
- Collect all your personal items from reception

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.

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 me. I do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product.
- It is your responsibility to provide me with contact names, telephone numbers and any scheduled timetables for all service providers involved in the wedding ceremony/reception.
- 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 pay me a total of \$ 1500.00. Payment will be made as follows:

A 50% non-refundable retainer in the amount of \$ 750.00 - upon signature of this letter of agreement

\$ 750.00 due on _____ (Date) (14 days prior to your wedding date)

Term/Termination

This agreement will terminate automatically upon completion of the services required by this letter of agreement.

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 you decide to cancel there will be no refund.

Display Rights Coordinate

It reserves the right to use photos from your event for promotion, display, advertisement, Internet, publication, etc.

Attire Coordinate

It staff will dress in appropriate attire for your wedding be it a black-tie affair or an outdoor BBQ.

Assistants

Should your wedding require it, Simply Elegant Event will provide assistants in order to fulfill this contract. These assistants will abide by all terms of this contract. The decision to use assistants is at the sole digression of Simply Elegant Event. The cost of said assistants is included in your contract amount.

If you understand parallels mine, please sign one copy of this letter and return it to me along with your payment in the amount of \$ 600.00.

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,

Laura Rosen
Simply Elegant Event Inc.

Accepted:

Bride's signature _____

Groom's signature _____

Date: _____