



LETTER OF AGREEMENT

Date: _____

Dear **Bride & Groom**,

This letter follows our previous conversations, during which we discussed your Wedding and my professional role in helping you execute your vision.

Client's Name: _____ **Contact Number:** _____

Type of Event: _____

Event Address: _____

Date of Event: _____ **Time of Event:** _____

Anticipated Number of Guests: _____ / **Your vision or theme:** _____

It is my understanding that, you will retain me as your **Wedding Coordinator/Director** for your wedding scheduled on _____.

Description of Services:

As a coordinator, my role includes:

- ✓ Consultations with you via telephone/email
- ✓ Assistance in budget determination
- ✓ Discussion of theme, color, style and complete wedding package
- ✓ Research of wedding professionals in each category that fit your event style and budget and to provide you with suggestions and guidance in making the final selections
- ✓ Attendance at [# of] vendor appointments of your choice

As Wedding Day Coordinator my duties include:

- ✓ Visit to both ceremony and reception sites prior to wedding
- ✓ Detailed wedding timeline and floor plan for contracted vendors
- ✓ Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
- ✓ Wedding Rehearsal Supervision (3 hours maximum)
- ✓ On-site coordination and supervision at the ceremony site and during the reception for the entire wedding and 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 do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc. unless specified.

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. You make any necessary changes within reasonable time to allow me to accommodate your request.

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 **TNT Décor & Events** event planner: I cannot guarantee any service provider's performance or product however, I do guarantee all décor requested be arranged as agreed in this contract. If something shall happen and is uncontrollable, I agree to attempt to try to correct the situation however; if it is unrectifiable I will not be held responsible. 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 your responsibility to notify me of any changes in a timely manner (within 72 hrs prior to the event). 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.
- ✓ For advertising purposes, **TNT Décor & Events** are entitled to pictures of your event. The photographer and/or Bride are responsible for providing photos of event ceremony and reception via email, disc or digital, at no expense of **TNT Décor & Events**.

Fees & Payment Schedule

For my services you agree to pay a total of \$_____.

Payment will be made as follows:

A **Non-Refundable retainer fee** in the amount of \$_____ (in which will be applied towards services rendered) is due upon agreement of this letter of agreement; \$_____ due on _____ for remaining balance of the service. **The remaining balance of \$_____ will be due on or before day of Wedding Rehearsal _____.** Any additional services needed must be discussed and confirmed before execution or expectations; additional charges may occur.

Termination

This agreement will terminate automatically upon completion of the services required by this letter of agreement or if you, _____ or **TNT Décor & Events** decides to cancel the event in its entirety for unrectifiable differences.

Refund/Changes/Cancellations

NO REFUND ON RETAINER FEES. 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 event is canceled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses such as travel, programs, invitations, favors, specific event color items. If you cancel less than 7 days before the event – except for the death of a member of your immediate family – there will be no refund of any

monies. If the event is not canceled, but needs to be rescheduled please do so as soon as possible to assure date availability.

Acts of God

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your event, **TNT Décor & Events** will allow for your event to be rescheduled.

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 \$ _____ .00 (non-refundable retainer fee). This is also proof of payment being paid in full as of today, _____.

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 lives.

Sincerely,

TNT Décor & Event Coordinator

Agreed Upon By:

Client Name Printed: _____ Date: _____

Client Signature: _____ Date: _____

TNT Event Planner Printed: _____ Date: _____

TNT Event Planner Signature: _____ Date: _____