

October 1<sup>st</sup>, 2025

Jennifer Garza and Michael Johnson

832-403-0973

[jagfaris@icloud.com](mailto:jagfaris@icloud.com)

## Wedding Planner Contract

*Anna Williams Events LLC*

Dear Jennifer and Michael,

It is my understanding that you will retain me as a Professional Wedding Planner for your wedding scheduled in the Fall 2025 (Date TBD).

### Description of Services

As a Consultant my role includes:

- Unlimited number of consultations with you via phone/email
- Create a workable wedding budget and breakdown as needed
- Discussion of theme, color, style and complete wedding design
- Mood Board
- Showroom design meeting
- Assistance with invitation design
- 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 4 vendor appointments of your choice (if needed)
- In-person consultations throughout the planning process as needed
- Create and design the floor plan, layout, timeline, and décor for the wedding

As Wedding Day Coordinator my duties include:

- Visit 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/emails to all contracted vendors 1-2 weeks before the wedding day
- Coordinate and Supervise the wedding rehearsal (the allotted amount given by the venue)
- Hire assistant planners, on site, for the day of the wedding (if needed)
- Set up and take down of the décor items that are not contracted with a vendor.

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.

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.

In the event that I am unable to perform my duties due to sickness or unforeseen events, my company will provide a replacement to fulfill these terms.

### **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 cannot guarantee any service provider's performance or product.
- It is your responsibility to provide me with contact names, numbers and any scheduled timetables for all service providers involved in the wedding ceremony/reception no later than 2 weeks prior to the wedding.
- It is 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.
- Any changes/decisions made by parents, future in-laws, etc. must be approved by the bride and the bride will pass the information along to the planner. The bride is the client and priority.
- If you choose to extend your event time till Midnight after the contract has been signed, an additional \$250 will be added to the contract and due at the time of the change.
- The client will pay any parking/valet fees for the planner and/or assistant if it is required for tours/meetings/wedding day.

### **Fees & Payment Schedule**

For my services you will pay me a total of \$6,000.

Payment plan: Monthly payment plan.

October-\$500	January-\$500	April-\$500	July-\$500
November-\$500	February-\$500	May-\$500	August-\$500
December-\$500	March-\$500	June-\$500	September- final payment \$500

### **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 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 21 days before the wedding – 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 this letter and return it to me along with your first month's non-refundable payment in the amount of \$500.

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,

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Wedding Planner's signature

**Accepted:**

**Bride's signature** \_\_\_\_\_

**Groom's signature** \_\_\_\_\_

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