

## **LETTER OF INTENT**

*This Letter of Intent is made between.*

MY WEDDING PLANNING ('MWP')  
Part of Elite Wedding Planner

&  
Name:Pallavi Agarwal & Jitesh Himthani  
(Client)

**Address:** \_\_\_\_\_

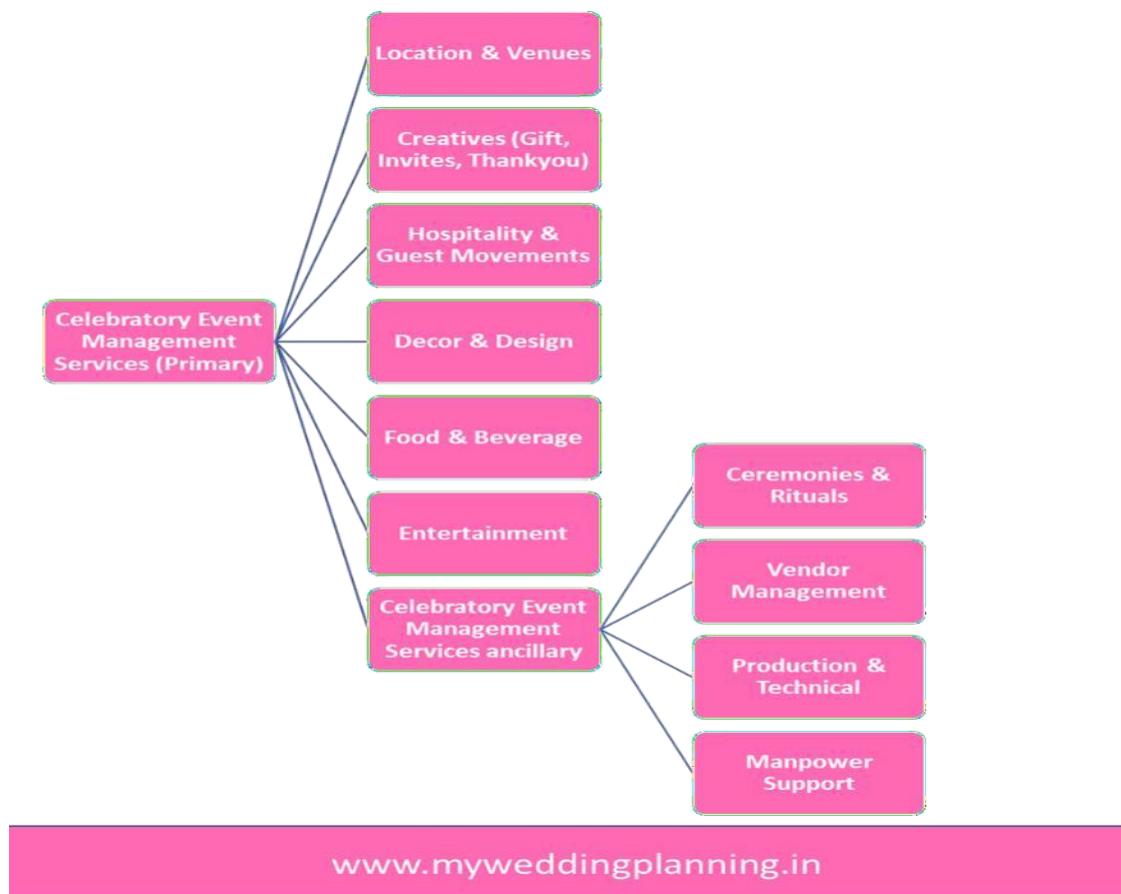
**Phn:** \_\_\_\_\_

Wherein, the Client has approached MWP for managing and supervising their upcoming  
Wedding Celebration.  
To be held in GOA

MWP Shall be looking to Manage, Supervise, Implement, Execute, Negotiate, Coordinate and  
Responsible for the following activities effectively and efficiently on terms and conditions.  
mentioned below.

**For the Considerations stated herein, the Parties hereby agree as follows:**

**A. MWP'S SCOPE OF WORK FOR CELEBRATORY EXPERIENCES**



MWP shall arrange the following scope of work as mentioned below:

- I. PLANNING & BUDGETING
- II. GUEST LIST & RSVP MANAGEMENT
- III. HOSPITALITY
- IV. ENTERTAINMENT
- V. FOOD & BEVERAGES
- VI. LOGISTICS MANAGEMENT
- VII. TECHNICAL & PRODUCTION
- VIII. CREW & MANPOWER SUPPORT
- IX. ASSORTED MISCELLANEOUS SERVICES

## **I. PLANNING & BUDGETING**

- a. To formulate and execute a bespoke & seamless event design concept as per CLIENT requirements.
- b. To coordinate & finalize different venues for the functions in accordance with the CLIENT
- c. To make proper budget planning and to ensure the best possible deals from all vendors within the budget.
- d. To develop a comprehensive timeline and checklist plan for the wedding preparations as well as all the functions
- e. To maintain the books of accounts to keep the track of all the amounts billed, payments made and due balance.
- f. To act as a purchasing agent, with the approval of the clients, to hire the necessary vendors and other services needed.

## **II. GUEST MANAGEMENT**

- a. Maintaining Excel file with all the updates.
- b. To ensure the hotel provides with adequate staff for check-in, room service and & laundry.
- c. To compile arrival and departures and coordinate with hotel or logistics vendor to ensure smooth arrival and departure of all the guest.
- d. We will send hotel an updated sheet with all guests' arrival & departure timing and room allotments.
- e. Discuss With hotel for early check in for guests as per their time of arrival so smooth check-ins.

## **III. HOSPITALITY**

### **a. Hospitality @ Airport**

- i. Welcoming of the guests at the airport by appointed local hostesses for the guest.
- ii. All airport assistance for guests
- iii. To line up cars and coaches at the airport for arrivals
- iv. Baggage tagging of the luggage for all the guests (Available at Select Airports)
- v. Escorting the guests to their cars/coaches

### **b. Hospitality @ Hotel**

- i. Meeting with all the hotels head/staff for coordination.
- ii. Billing Instruction to hotel on extras and all charges
- iii. Provide hotel with total rooming requirement, arrival plans as per the guest list.
- iv. Coordinate all activities at the event with the hotel and its management including in room services/ housekeeping/ cleaning etc.
- v. Discuss check in & check out procedures.
- vi. Discuss checklist smooth luggage drop ins, Hair & Make up room hospitality area discounts on laundry, spa & ironing etc.
- vii. Appoint hostesses for hospitality of guests as required. (if required, fees additional)
- viii. Ensure With hotel delivery of itinerary letters, Welcome letter, hotel dos

and don'ts to all rooms.

- ix. Coordinating & Managing Hospitality desks for Guests' assistance & appointments at hotel with the help of hostesses
- x. Ensure delivery of welcome hampers, gift drop offs in each room if any.
- xi. Count and monitor bar consumptions.
- xii. To plan and manage proper departure for the guests from the hotel to the respective venues.
- xiii. To ensure smooth checkouts of all the guests.

#### **IV. ENTERTAINMENT**

- a. Content Creation & Planning
- b. Crafting overall entertainment design for all the functions
- c. Making event flow for the event
- d. Artist booking as per requirements.
- e. Coordinating on the song list with artist
- f. All the above to be done in consultation with Client.
- g. **Execution**
  - i. To Plan & coordinate artists logistics & hospitality planning & management
  - ii. To Plan & coordinate artists rehearsals prior to function
  - iii. To Plan & coordinate artist F&B during rehearsals & event days
  - iv. Show run (Execution of function) as per family brief.
  - v. To Plan and Coordinate Wash and Change room and other Hospitality requirement for Artists.
  - vi. Artist Technical Rider. This would be shared by MWP, subject to final confirmation of Artist(s) Their requirements would be come in staggered manner, depending on confirmation.
- h. **Backstage Management**
  - i. All backstage requirements: from green room constructs, basic room amenities etc would be shared with the Decor company
  - ii. All backstage and artist catering requirement would be shared with catering company; MWP would not be responsible for any backstage management or to provide any requirement for any events.
- i. **Props Design & Fabrication**
  - i. MWP/ Choreographer / Artist Management Team would share props concept which needs to be designed and fabricated for the show.

## **V. DECOR: MANAGEMENT / COORDINATION / SUPERVISION**

- a. Appoint specialist Decor for devising Overall Decor Design in consultation with CLIENT.
- b. To ensure the timely execution of setup dates and time
- c. To ensure the Decor set-ups are in place as per scheduled.
- d. To coordinate between all teams involved in set ups.

## **VI. FOOD & BEVERAGES: MANAGEMENT / COORDINATION / SUPERVISION**

- a. Appoint local Catering Company (if required; fees additional) in consultation with CLIENT.
- b. Design Menus and overall F&B solution in consultation with CLIENT.
- c. Suggestion of Specialized Chef to be brought in - if required.
- d. To coordinate with the caterer/hotel and arrange all the local requirements.
- e. To overlook the bar & food management.
- f. To coordinate the logistics requirement of the Caterer if any

## **VII. LOGISTICS MANAGEMENT**

- a. Make logistics plan of Car/Coach requirements for Guest transportation from Airport to the Hotel(s) and from the Hotel(s) to the Venues
- b. Coordinating cars/coaches with the hotel cars & other agency
- c. Ensure all guest pickups & drops are arranged.
- d. Logistics team to maintain the records of all the cars.
- e. Manage the entire logistics for the wedding.

## **VIII. TECHNICAL & PRODUCTION**

- a. **SOUND**
  - i. Planning & vendor suggestions for adequate PA at the venues for all functions
  - ii. Co-ordinate with the sound company, venues & artists on the requirements, set-up & rehearsals
  - iii. Ensuring the quality of PA at the venues
  - iv. Ensuring the set—up are ready in adequate time before the various functions.
- b. **Lights**
  - i. Appoint Light Engineer for Lighting inventory
  - ii. To coordinate set up etc with Vendor.
- c. **Audio Visual**
  - i. Planning & coordinating audio visual equipment & plasmas for all functions if any
  - ii. To plan the audio—visual requirement per day and per functions
  - iii. To ensure connectivity with camera for viewing performances on screens/plasmas if any.
- d. **Power**
  - i. To plan co—ordinate and ensure the power requirement for each function.
  - ii. To plan and ensure the Correct amount of external power is procured at the Hotel.
  - iii. To ensure correct placing of the generators in the Hotel with prior consent of the Hotel team.

## **IX. CREW & MANPOWER**

- a. **Total of 20 Team Members** of on the day management.
- b. 2 Shadows included in above Team size.
- c. Provide client with total details of all Teams.
- d. Entertainment (Artists with troupes) and any other Crew
- e. To close on deal for Crew airline tickets and hotel.
- f. To manage and plan all transport requirements of all vendors.
- g. To provide F&B for all Crew on site as well as in respective hotels.

## **X. ASSORTED MISCELLANEOUS SERVICES**

- a. Appoint hostesses for Hospitality as well as venue management.
- b. Source Safawallas, Mehendi Artists, Makeup Hair Stylists for Guests, Fireworks & Cold Pyros as required.
- c. Complete Vendor Management and Coordination.

### **Conditions:**

- MWP shall obtain prior approvals from the clients for carrying out all the activities in this LOI for successful completion of the event.
- 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, carrying of luggage, serving of food etc.
- Decor particulars will be as per the presentation shared if taken from our production house. Any addons should be notified 15days before the event.
- Part of our team will be visiting 2-3 days prior to the wedding depending of the scale of decor you finalize and others will be coming partly, accommodation in any economical hotel to be provided for previous stay in the hotel
- Payment schedule will be provided to the clients and it is requested to follow the same for the smooth functioning of the event and vendors.
- We understand that our role will be that of advisor and coordinator. You will make the actual selections of service providers and we will implement those selections.
- You are not obligated to select any of our preferred vendors.
- You can make payments directly to the service providers/vendors on given payment schedule or provide it to us on the given schedule.
- We will use our professional judgment when taking action in regard to changes, weather, tardiness, non- performance, etc. based on the situation, time limitations and/or your wishes.
- Additional Team manager can be hired on pro-rata basis if requirement of management is increased. (₹3500 per day/per team) and (₹5000 per day / per shadow)
- Current contract is for two-day function. Our Team coordination will start a day before the function day.
- If any function is added resulting increase of event day. Addon fees will be charged on pro rata basis.
- We commit to provide you the best information and will negotiate the vendor rates to the best possible price on your behalf.
- Any venue related expenses are to be borne by client.

## **B. CLIENTS SCOPE OF WORK**

- a. To make all payments to MWP as per the terms of this LOI
- b. To provide the Guest—List for Logistics and Hospitality
- c. To decide the Venues for the Functions on the days mentioned hereinbefore
- d. To provide all necessary approvals, as and when required
- e. To make all payments to all Vendors / Airlines / Hotels / Transport Companies either directly or through us as agreed.

These broadly cover the scope of work.

All costs to be billed to CLIENT on final descriptive conformation of the scope of work.

## **C. FINANCIAL TERMS (CONSIDERATIONS)**

- a. MWP shall charge a Management fee of INR 4,50,000/- (Four Lakh Fifty Thousand only) plus GST (18%) covered under the scope of work outlined in this LOI, for all the above coordination, designing and supervision for overall Wedding as per the payment term (Management Fee)
- b. The above amount mentioned above shall be for the management & service provided by MWP.
- c. Hotel and vendors payments should be made by client directly.
- d. Stay, Travel and Food will be as per actuals.
- e. Min 2 rooms required in property for better coordination 1-day prior the guest check-ins and rest of room can be provided in nearby property on triple sharing.

#### **D. PAYMENT TERMS**

Date	Amount	Description
Booking Amount	150000	Booking Amount
01-09-2022	150000	Mid - Payment
Check-in Date	150000	Final Payment

#### **COMPLIANCE OF LAW**

In the performance of their respective obligation under this agreement, the parties represent and warrant that they shall comply with all applicable laws.

#### **FORCE MAJEURE: For COVID**

This Agreement shall not in any way be affected nor shall any party hereto be held liable for any failure or delay in the performance, if such failure or delay is due to act of God, act of foreign or domestic de jure or de facto Government, whether by Law, order, legislation, decree, rule, regulation or otherwise, revolution, civil disturbance, breach of the peace, declared or undeclared war, act of interference or action by civil or military authorities.

The Party affected by the Force Majeure Event shall give notice to the Other Party in writing of the occurrence of any of the Force Majeure Event as soon as the same arises. The Party affected by the Force Majeure Event shall resume performance of its obligations under this Agreement as soon as possible after the Force Majeure Event ends or no longer exists. Nothing in this Article absolves the parties from liabilities incurred prior to the occurrence of any force Majeure Event.

A full and unconditional refund of all paid money will be made in the following events related to COVID-19: The USA government or Indian central or state governments apply any travel restrictions to USA citizens travelling to and within India or Indian citizens travelling within India during the period 1st December 2022 and 25th January 2023. The Indian government suspends or cancels issue of tourist visas to USA citizens within three months of the agreed wedding date

**AMENDMENTS**

No change or modification of this LOI shall be valid unless the same shall be in writing and signed by both parties.

In any circumstance, change in date of any function either postponed / preponed is agreeable on mutual understanding and on availability of the dates,

We request you to sign this letter of Intent at place indicated herein below according to your consent to term hereon.

FOR MWP

Authorized Signatory

**M/S ELITE WEDDING PLANNER**

**FOR CLIENT**

Sign: \_\_\_\_\_

Full Name: \_\_\_\_\_

Place: \_\_\_\_\_

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