

Wedding Planner Proposal Template

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Wedding Planner Proposal Template

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Prepared for:

[Customer First/Last Name], [Customer Title]

[Customer Company]

[Customer Address]

[Customer City, ST ZIP]

[Customer Phone]

Prepared by:

[Provider Contact/Rep. First/Last Name]

[Provider Company]

[Provider Address]

[Provider City, ST ZIP]

[Provider Phone]

[Provider Website]

[Provider Contact Email]



[Company name] has provided high-quality wedding planning services for [#] years. We carefully listen to our customer's wishes, understand their vision and do everything we can to exceed our customers expectations. No matter how big or small the wedding will be, we go above and beyond to make the planning process enjoyable and our customers' wedding day as unique and memorable as they are.

Our Services

[Company Name] provides a variety of wedding planning services that tailor to every couples specific needs. Whether you would like assistance every step of the way or with just a few items, we are here to help. The Bride and Groom may select the services which they wish to receive from the options below. The Bride and Groom are responsible for paying for each service selected unless a change is submitted in writing three weeks before the wedding date and an addendum to this agreement will be made.

Check off all services the Bride and Groom would like [Wedding Planner] to perform:

[#] consultations and [#] planning meetings with Bride and Groom Develop a wedding plan, theme and design based on Bride and Grooms wishes Plan and manage the wedding budget

Coordinate wedding ceremony and reception Draft and maintain the agendas and schedules Recommend wedding party attire, including the bridal dress Recommend vendors and attend scheduled vendor meetings Meet and work with coordinators from ceremony and reception locations Provide an illustration of wedding reception space and layout Provide recommendations for reception seating arrangements Assist in the selection of printed materials such as wedding announcements, wedding invitations, RSVP cards, rehearsal dinner invitations, menus, place cards, itineraries and programs. Assist in coordinating the lodging and travel plans for guests that are from out of town Review contracts for all vendor services provided Assist with the selection of wedding details such as menu items, cakes, centerpieces, decorations, music and flowers Assist with the selection of rehearsal dinner details Instruct rehearsal and run through

[Bride's Name] [Groom's Name] [Street Address] [City, State Zip] [Phone Number] [Email Address]

[Company Logo]

[Company Name] [Wedding Planner's Name] [Street Address] [City, State Zip] [Phone Number] [Email Address]

This agreement, completed on [Month Day, Year] is between [Wedding Planner's Name] and [Bride's Name] and [Groom's Name]. Under this agreement, the Bride and Groom hire [Wedding Planner's Name] as their wedding consultant and wedding day coordinator for their wedding scheduled on [Month Day, Year].

Explanation of Services

[Wedding Planner's Name] will provide the following wedding planning services* for the [Bride's Name] and [Groom's Name]:

- [List Services]
- [List Services]
- [List Services]
- [List Services]
- [List Services]

Performance of Services

- The Bride and Groom will rely on [Wedding Planner] to work as many hours as reasonably necessary to fulfill all obligations under this agreement.
- The Bride and Groom may not change the date, time or location of the wedding ceremony without first contacting and advising [Wedding Planner] of said changes to determine if [Wedding Planner] is still available to provide services. If changes are made and [Wedding Planner] is unavailable to provide services then [Wedding Planner] is released from all contract and obligations, and shall in no way be held responsible or liable in any manner whatsoever for non-performance. The Bride and Groom also forfeits the deposit for non-compliance with this agreement.

- [Wedding Planner] shall arrive at the wedding location at an agreed upon time to meet the vendors at least three hours prior to start of ceremony. The Bride and Groom understand and agree that [Wedding Planner] shall not be responsible or held liable in the event [Wedding Planner] is prohibited from providing wedding day services due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as hurricanes or inclement weather or other unforeseen incapacitation or other cause of non-arrival on the day of the wedding. [Wedding Planner] will make every attempt to notify the Bride and Groom and to provide for a substitute Wedding Consultant who can provide services if time and resources permit. In any event, [Company Name], their agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any service resulting from such incapacitations, non-arrival, errors and/or omissions of any type.

Payment and Billing Schedule

The Bride and Groom agree to pay [Wedding Planner] a total of \$_____ for the services provided. This signed agreement along with a **non-refundable** retainer fee or deposit in the amount of \$_____ to [Wedding Planner] is required to reserve your wedding date. The deposit will be subtracted from the total payments owed by the Bride and Groom upon completion of the services. The remaining balance of \$_____ is due on [Month Date, Year], two weeks before the wedding date. In the event that the balance is not paid in full at least two weeks before the wedding date, the reservation is released and other clients will have the opportunity to reserve it. If the wedding location is more than _____ miles away from [Office Location], a total of \$_____ will be due to the Wedding Planner two weeks before the wedding date to cover travel expenses. The Bride and Groom are responsible for paying for vendor products and services in full and accepts responsibility for purchasing items needed for the wedding ceremony and reception. If the Bride and Groom request any special provisions or services from [Wedding Planner], these details shall be submitted in writing no later than three weeks prior to the wedding date. The details and fee structure will then be noted in an addendum to this agreement.

Expense Reimbursement

All expenses incurred by [Wedding Planner] during the performance of this Agreement shall be the sole responsibility of the Bride and Groom; provided, however, those expenses already agreed upon by both parties to be the responsibility of the Bride and Groom. If other expenses arise during [Wedding Planner's] performance of this agreement, [Wedding Planner] shall obtain prior consent of the Bride and Groom before [Wedding Planner] can be reimbursed.

* Running any wedding related errands is not included

Term

The Bride and Groom and [Wedding Planner] agree that this agreement shall commence on the above date and terminate on [Month Day, Year].

Amendment

This agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

Governing Law

This agreement shall be governed by the laws of the State of [State].

Notice

Any notice or communication required or permitted under this agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the beginning of this agreement or such other address as one party may have furnished to the other in writing.

Waiver of Contractual Right

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver of limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

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Conditions

- The Bride and Groom are responsible for selecting all vendors.
- The Bride and Groom are accountable for directly paying all vendors in full for services and/or products.
- [Company name] does not hold responsibility for vendor services and/or products.

- The Bride and Groom must provide the Wedding Planner a complete list of vendor names, vendor contact information and schedule at least three weeks before the wedding date or at the moment this contract is signed.
- [Wedding Planner] releases all photographs, videos or other recording media in which the Wedding Planner is in, or a part of, in any manner or for any purpose they wish.
- The Bride and Groom releases all photographs of them, the ceremony site and reception site on the Wedding Planner's website for viewing. The Bride and Groom acknowledges that this is for promotional purposes only and do not expect any compensation of any kind. There shall be no expiration period for this permission.
- In the event that a lawsuit transpires the losing party will pay the winning parties legal fees, court costs and attorney fees. I look forward to working with you and assisting you in making your wedding day better than you ever envisioned! In witness whereof, the undersigned has executed this Wedding Planning Agreement as of the date stated above.