# Wedding Planning / Coordination Services Agreement

**Effective date:** _____

**Planner:** _____, of _____, email/phone _____ ("Planner")

**Clients:** _____ and _____, email/phone _____ (together, "Client")

## 1. Wedding and scope

The wedding takes place on _____. Ceremony location: _____. Reception location: _____. Planner will provide the selected service level: **full planning / partial planning / month-of or day-of coordination**, specifically:

- _____
- _____
- _____

Unless listed above, Planner does **not** provide catering, florals, photography, entertainment, rentals, legal services, financial guarantees, or vendor services. Planner is an independent contractor, not an employee, agent, or guarantor of any venue or third-party vendor.

Client will provide timely decisions, a realistic budget, accurate guest count and contact information, and authority for Planner to communicate with vendors. Planner may coordinate and recommend vendors, but Client contracts with and pays each vendor directly unless written otherwise. Client remains responsible for vendor choices, vendor deposits, permits, insurance, and the wedding's legal requirements.

## 2. Fee and expenses

Planner's total fee is **$**_____. A nonrefundable retainer of **$**_____ is due on signing; the balance of **$**_____ is due by _____. Payments may be made by _____. Preapproved expenses (including travel, parking, lodging, postage, supplies, and assistants) are: _____ and must be reimbursed within _____ days of invoice. Late amounts may incur $_____ and/or _____% per month where lawful.

Day-of coverage is from _____ to _____; additional time costs $_____ per hour. Client will provide a meal and reasonable breaks for Planner and any agreed assistants for coverage over five hours.

## 3. Changes and third parties

Planner will make reasonable efforts to accommodate changes requested by _____. Major changes after that date may require an added fee and are not guaranteed. Planner does not warrant another vendor's pricing, availability, performance, product, licensing, or insurance. Client will promptly report any vendor problem to Planner, who may assist with communications but does not assume the vendor's obligations.

## 4. Cancellation, rescheduling, and force majeure

Client may cancel by written notice. The retainer remains earned. For cancellation more than _____ days before the wedding, Planner will return payments beyond the retainer less completed work and nonrecoverable costs. Within _____ days, Client owes the amount paid plus committed expenses and services performed, up to the contract price.

A reschedule is effective only if Planner agrees and is available. If available, payments may transfer once to a date within _____ months, subject to a $_____ change fee and current rates; otherwise cancellation terms apply. If a severe weather event, disaster, government action, epidemic, venue closure, or other circumstance beyond reasonable control prevents performance, the parties will try to reschedule. If they cannot, Planner will return unearned funds after completed services and nonrecoverable costs.

## 5. Liability and general terms

Planner is not liable for third-party vendor failures, guests, venue conditions, weather, delay, or decisions Client makes. To the extent allowed by law, Planner's total liability is limited to amounts paid under this Agreement, and neither party is liable for consequential damages. Client will indemnify Planner from third-party claims arising from Client's event, except claims caused by Planner's gross negligence or willful misconduct.

This Agreement is the entire agreement. A signed writing is required to change it. If a provision is unenforceable, the remaining provisions continue. The law of **State of** _____ governs. The parties will first try good-faith discussion and then mediation before suit, except for urgent relief. Electronic signatures are valid.

Client will defend and hold Planner harmless from third-party claims, damages, costs, or fees arising from Client's or guests' conduct or venue permissions, except to the extent caused by Planner's negligence. To the extent allowed by law, the prevailing party in any action to enforce this Agreement may recover reasonable attorney fees and costs. Disputes may be heard only in the courts of the State named above; claims eligible for small-claims court may instead be brought there.

_____

Client 1

_____

Date

_____

Client 2

_____

Date

_____

Planner

_____

Date

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Free template from vowsign.app. Fill it in and send it for e-signature at vowsign.app. General information, not legal advice; have a licensed attorney in your state review any contract before you use it.