**[](https://goo.gl/kdJL5S)EVENT PLANNER CONTRACT TEMPLATE**

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(event planner)*   
of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(event planning company)*and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(client)*.

Date of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The contract is in effect as of date of signing mentioned above and by signing the contract the named EVENT PLANNERS agree to provide the named CLIENTS with the services listed below and for the following time frame:   
­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(time period services provided).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EVENT PLANNERS** | **COMPANY NAME** | |  | | | | |
| **NAME OF UNDER-SIGNATORY** | |  | | | | |
| **JOB TITLE OF UNDER-SIGNATORY** | |  | | | | |
| **CORRESPONDENCE ADDRESS** | |  | | | | |
| **PHONE 1** | |  | | **PHONE 2** | |  |
| **EMAIL ADDRESS** | |  | | **WEB ADDRESS** | |  |
| **CLIENT** | **CLIENT NAME** | |  | | | | |
| **EMPLOYMENT STATUS / TYPE** | |  | | | | |
| **DESIGNATION** | |  | | | | |
| **CORRESPONDENCE ADDRESS** | |  | | | | |
| **PHONE** | |  | | **EMAIL** | |  |
| **SERVICES TO BE PROVIDED** |  | | | | | | |
| **ARRANGEMENT TERMS** |  | | | | | | |
| **REQUIRED SIGNATURES** | **EVENT PLANNERS** |  | | **CLIENT** | |  | |
| **PRINTED NAME** | | **PRINTED NAME** | |
|  | |  | |
| **SIGNATURE** | | **SIGNATURE** | |
|  | |  | |
| **DATE** | | **DATE** | |

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