

# EVENT PLANNER CONTRACT TEMPLATE

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

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

This 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).

<b>EVENT PLANNER</b>	COMPANY NAME		
	NAME OF UNDER-SIGNATORY		
	JOB TITLE OF UNDER-SIGNATORY		
	CORRESPONDENCE ADDRESS		
	PHONE 1	PHONE 2	
	EMAIL ADDRESS	WEB ADDRESS	
<b>CLIENT</b>	CLIENT NAME		
	EMPLOYMENT SCHEME / TYPE		
	DESIGNATION		
	CORRESPONDENCE ADDRESS		
	PHONE	EMAIL	
<b>SERVICES TO BE PROVIDED</b>			
<b>ATTACHMENT ITEMS</b>			
<b>EVENT PLANNER</b>	PRINTED NAME		PRINTED NAME
	SIGNATURE		SIGNATURE
	DATE		DATE
		<b>CLIENT</b>	

# Event Planner Client Contract Template

**ML Morrison**



## **Event Planner Client Contract Template:**

**Sustainable Tourism Contracts** Sara Landini,2021-10-14 This book addresses the various sustainability issues that the tourism industry has faced over time like the trend from over tourism to under tourism or from tourism in increasingly distant destinations to a new local tourism with new needs It also highlights how contracts both between businesses and those with consumers can represent tools for the financial ecological and social sustainability of the tourism industry

**The Business of Event Planning** Judy Allen,2002-07-09 Practical tools and expert advice for professional event planners Before planning an event there is much that must be done behind the scenes to make the event successful Before any thought is even given to timing or location of the event before the menus are selected and the decor designed there are proposals to be written fees and contracts to be negotiated and safety issues to be considered This book takes you behind the scenes of event planning and explains every aspect of organizing and strategic planning This book will be of value to both the professional event planner and to clients who are dealing with planners Its comprehensive coverage includes how to prepare winning proposals and how to understand them if you are the client how to determine management fees negotiating contracts safety issues designing events in multicultural settings and new technology that makes operations more efficient such as online registration and response management database project management tools The book also includes practical tools such as sample letters of agreement sample layouts for client proposals forms and checklists Professional event planner Judy Allen offers first time or professional event planners all the top class advice they need to make their special events come off without a hitch

**Successful Catering** Sony Bode,2003 This series of fifteen books The Food Service Professional Guide TO Series from the editors of the Food Service Professional magazine are the best and most comprehensive books for serious food service operators available today These step by step guides on a specific management subject range from finding a great site for your new restaurant to how to train your wait staff and literally everything in between They are easy and fast to read easy to understand and will take the mystery out of the subject The information is boiled down to the essence They are filled to the brim with up to date and pertinent information The books cover all the bases providing clear explanations and helpful specific information All titles in the series include the phone numbers and web sites of all companies discussed What you will not find are wordy explanations tales of how someone did it better or a scholarly lecture on the theory Every paragraph in each of the books are comprehensive well researched engrossing and just plain fun to read yet are packed with interesting ideas You will be using your highlighter a lot The best part aside from the content is they are very moderately priced The whole series may also be purchased the ISBN number for the series is 0910627266 You are bound to get a great new idea to try on every page if not out of every paragraph Do not be put off by the low price these books really do deliver the critical information and eye opening ideas you need to succeed without the fluff so commonly found in more expensive books on the subject Highly recommended Atlantic Publishing is a small independent publishing company based in Ocala

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*Incentive Travel Contract Handbook* Jonathan T. Howe,1995     **How to Create Fantasies and Win Accolades** Doug Matthews,2003     *Event Entertainment and Production* Mark Sonder,2004 Publisher Description     **The Hospitality Law Desk Reference** Elio C. Bellucci,1994     **Indiana Beverage Journal** ,2006     **Contracts** Ian R. Macneil,1978     **Handbook** Pakistan Council of Architects and Town Planners,1990     *Event Solutions* ,2003     **MAP Selected Readings** ,1987     **Managing Conventions and Group Business** Leonard H. Hoyle,David C. Dorf,Thomas J. A. Jones,1989 A text for students and professionals involved in the meetings business showing how to plan and conduct successful meetings and conventions Focuses on the types of meetings business how to get that business and how to service the business Coverage includes the various market segments and their convention meeting requirements evaluating a property's ability to get and service meetings and how to execute aspects of meetings such as food functions trade shows and audiovisual programs Includes a glossary and a sample contract Annotation copyright by Book News Inc Portland OR     *Convention Sales and Services* Milton T. Astroff,James R. Abbey,2006 Text for hotel personnel dealing with sales of meetings and conventions to be held at hotels and the servicing of the event     *Convention Management and Service* Milton T. Astroff,2002 This best selling textbook provides students with the most current and comprehensive coverage of the convention industry Students receive a comprehensive look at conventions and meetings marketing and learn how to successfully sell to groups and how to service their business after the sale Google Books viewed July 27 2021     *NACUBO Business Officer* National Association of College and University Business Officers,2006     *Report to the Governor and General Assembly* Illinois. Department of Children and Family Services. Office of Inspector General,2018     *The Wedding Sourcebook Planner* Madeline Barillo,2000-03 An invaluable organizer The Wedding Sourcebook Planner contains shortcuts for planning and personalizing the wedding exploring on line wedding resources and unique registry ideas This newly updated second edition includes non traditional invitations and vows hints for writing toasts the latest in photo technology and how to plan a spectacular last minute wedding

*Corporate Meetings & Incentives* ,1997     **Contract and Related Obligation** Robert S. Summers,Robert A. Hillman,1997

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