**[](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** | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |