

# 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	PRINTED NAME		PRINTED NAME	
		SIGNATURE		SIGNATURE	
		DATE		DATE	

## **DISCLAIMER**

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