

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	CLIENT	PRINTED NAME
		SIGNATURE		SIGNATURE
		DATE		DATE

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