

Wedding Planning and Coordination Agreement

This is a template, not legal advice

This document is a general-purpose template provided for information only. It is not legal advice, it does not create a lawyer-client relationship, and nobody has reviewed it against your situation.

Laws differ by country, state and province, and they change. A clause that is standard in one place can be unenforceable — or illegal — in another. Terms that are ordinary between two businesses can be void in a consumer or employment context.

Read every clause before you use it, fill in every blank, and delete anything that does not apply. For anything high-value, unusual, or that you could not afford to lose a dispute over, have a qualified lawyer in your jurisdiction review it before it is signed.

How to use this template

1. Read it end to end and delete any clause that does not apply to you. Blanks are shown as a grey label on a line.
2. Need the other party to sign too, with an audit trail and a tamper-evident seal? That is what the paid product does.

Wedding Planning and Coordination Agreement

This Wedding Planning and Coordination Agreement (this "Agreement") is made on [Date of this agreement] between [Client's full legal name(s), e.g. "Jane Doe and John Smith"] of [Client's address] (the "Client") and [Planner's full legal name], trading as [Planner's business name, if any], of [Planner's address] (the "Planner"). Each is a "Party" and together they are the "Parties". Where the Client is more than one person, each of them is jointly and severally liable for the Client's obligations under this Agreement.

The Client is planning a wedding on [Wedding date] (the "Wedding Date"), at [Ceremony venue, with full address, or "to be selected with the Planner's assistance"] and [Reception venue, with full address, if different] (together, the "Wedding"). The Client engages the Planner to provide the wedding planning and coordination services described in this Agreement, including limited authority to deal with other vendors on the Client's behalf within the spending limits this Agreement sets out.

1. Parties and Engagement

The Client engages the Planner, and the Planner accepts the engagement, to plan and coordinate the Wedding on the terms of this Agreement. The Planner is engaged as an independent contractor, not as an employee, partner or general agent of the Client, and is responsible for the Planner's own taxes, insurance, licensing and equipment.

The Planner is engaged under the [Package tier, e.g. "Full Planning," "Partial Planning" or "Month-Of / Day-Of Coordination"] package, the specific inclusions of which are set out in clause 3. Except for the limited vendor-facing authority granted under clause 4, this Agreement does not make the Planner the Client's general agent, and the Planner has no authority to bind the Client to anything outside what clauses 3, 4 and 5 describe.

The Client shall give the Planner a working telephone number and email address, and shall notify the Planner promptly of any change. The Client shall name an alternate point of contact — a family member, member of the wedding party, or similar — whom the Planner may reach if the Client cannot be, including on the Wedding Date itself.

2. Wedding Date and Venues

The Wedding Date and the venue or venues named above are the ones this Agreement is built around. Where a venue is still to be selected, the Planner shall assist the Client in securing one under clause 3, but the venue contract itself is between the Client and the venue unless the Client has given specific written authority under clause 4 for the Planner to sign it as agent.

The Wedding Date is a single, unrepeatable occasion. Where the Planner's package limits the Planner to one wedding per date, the Planner reserves the Wedding Date on receipt of the retainer under clause 6, and — as with any single-date booking — that reservation cannot be recovered by the Planner if the Client later cancels or changes the date.

The Client shall notify the Planner in writing as soon as any change to the Wedding Date or venue is known. Because the Planner may have declined other bookings for the Wedding Date, a request to move the Wedding Date to a different date is treated as a cancellation and rebooking under clause 11, subject to the Planner's availability on the new date.

3. Scope of Planning Services

The Planner shall provide the following coordination services for the Wedding, to the extent included in the package named in clause 1: development and ongoing tracking of the wedding budget; research, sourcing and recommendation of vendors across the categories the Client needs (for example venue, catering, florist, music/entertainment, photography and video, transportation, and rentals); scheduling and attending vendor meetings, up to

[Number of vendor meetings the Planner will attend, e.g. "one (1) per month"] ; reviewing vendor contracts the Client is asked to sign and flagging concerns, though the Client makes the final decision on and signs its own vendor contracts except as clause 4 permits; design and style planning; guest list and RSVP tracking; rehearsal coordination; and creation of a detailed day-of timeline shared with every vendor in advance.

On the Wedding Date itself, the Planner shall provide on-site, day-of coordination for [Hours of day-of coverage, e.g. "ten (10) hours"] , with [Number of on-site assistants, if any] , acting as the single point of contact for every vendor so that the Client is not fielding logistics questions during the Wedding.

Unless a specific dollar amount or an itemized allowance is separately agreed in writing, the following are not included in the Planner's fee and remain the Client's responsibility: the cost of any vendor, venue, rental, decor item or other good or service booked for the Wedding; officiant services; transportation for the Planner or assistants beyond [Included travel radius, e.g. "30 miles of the Planner's business address"] ; and the following, if applicable: [Any other exclusions specific to this engagement] .

4. Vendor-Contracting Authority

The Client appoints the Planner as the Client's limited agent for the sole purpose of researching vendors, requesting and comparing proposals, negotiating price and terms, and communicating Wedding logistics with vendors providing goods or services for the Wedding.

The Planner may accept a vendor's proposal, or sign a vendor contract, on the Client's behalf only where both of the following are true: (a) the vendor and the not-to-exceed price are on the approved vendor list at

[Reference to an attached vendor list, e.g. "Schedule A"] , or the Client has given prior written approval (an email is sufficient) naming that specific vendor and price; and (b) committing to that vendor and price would not cause the Client's total committed Wedding spending to exceed the Spending Limit in clause 5.

Any vendor contract the Planner signs under this authority shall identify the Client as the principal and the Planner as signing "as agent for the Client," and the Client — not the Planner personally — is the party bound to, and liable to, that vendor for the price and performance obligations in it. This authority does not extend to any contract that obligates the Client beyond the Wedding itself (for example a multi-year or recurring commitment), a loan, a personal guarantee by the Planner, or any release of the Client's or a guest's likeness, which the Client shall sign directly.

The Client may revoke or narrow this authority at any time by written notice to the Planner. Revocation does not affect a vendor contract the Planner validly entered into before the Planner received that notice.

5. Spending-Limit Mandate

The Client's total budget for vendor and venue expenditure on the Wedding is [Total wedding budget amount] (the "Spending Limit"). The Planner shall not use the authority in clause 4 to commit the Client to any expenditure that would cause the Client's total committed Wedding spending to exceed the Spending Limit.

Within the Spending Limit, the Planner may commit the Client to an individual vendor without a separate written approval for that vendor, provided the price does not exceed [Per-vendor pre-approval threshold, e.g. "\$1,000"] (the "Per-Vendor Threshold"). Above the Per-Vendor Threshold, the Planner shall obtain the Client's written approval of that specific vendor and price before committing the Client to it, even where the total remains within the Spending Limit.

The Client shall respond to a request for approval under this clause within [Approval response time, e.g. "three (3) business days"] . If the Client does not respond within that time and a vendor consequently withdraws an offer or increases its price,

the Planner is not responsible for the resulting delay or cost.

If the Planner commits the Client to an expenditure that exceeds the Spending Limit, exceeds the Per-Vendor Threshold without the required approval, or is with a vendor not on the approved list and not separately approved, the Planner is personally liable to the Client for the amount of that expenditure that was not properly authorized, and shall reimburse the Client for it. This does not affect the validity of the resulting contract between the Client and the vendor. The Client may increase the Spending Limit or the Per-Vendor Threshold at any time by written notice to the Planner.

6. Planning Fee and Payment Schedule

The Planner's total fee for the services in clause 3 is [Total planning fee] , exclusive of any sales tax, VAT or GST, which the Client shall pay in addition where it applies. This fee is separate from, and is not a payment toward, any vendor's own price — vendors are paid as clause 7 describes.

To reserve the Wedding Date, the Client shall pay a retainer of [Retainer amount] by [Retainer due date] . The retainer is earned on receipt and is non-refundable except as clause 11 provides, because it compensates the Planner for reserving the Wedding Date and for planning work performed from signing, not solely for day-of attendance.

The balance of [Balance amount] is due according to the following schedule: [Payment schedule, e.g. "thirds at signing, 6 months out, and 30 days out"] . Sums unpaid after their due date carry interest at [Late payment charge, e.g. "1.5% per month"] , and the Planner may pause planning services, including the authority in clause 4, until all sums due have been paid in full.

7. Vendor Payments and Handling of Funds

Except as this clause provides, the Client shall pay every vendor invoice, deposit and balance directly to that vendor. The Planner does not accept, hold or route the Client's funds intended for vendor payment, and is not a party to the resulting vendor invoices except where the Planner has signed the underlying contract as the Client's agent under clause 4.

If the Client provides the Planner a day-of contingency fund, in the amount of [Contingency fund amount, or "not applicable"] , for on-the-day incidentals such as gratuities, last-minute rentals or minor overages within the Spending Limit, the Planner shall keep that fund separate from the Planner's own operating funds, keep a record and receipts for every amount spent from it, provide that record to the Client on request, and return any unspent balance to the Client within [Number of days, e.g. "fourteen (14)"] days after the Wedding Date.

8. Planning Meetings and Decision Deadlines

The Planner shall meet with the Client

[Meeting cadence, e.g. "monthly, increasing to biweekly in the final two (2) months before the Wedding Date"]

and shall provide a written planning timeline setting deadlines by which the Client must make key decisions (vendor selections, menu and design choices, and similar). The Client shall respond by each stated deadline. The Planner is not responsible for a vendor becoming unavailable, a price increasing, or an option becoming unattainable, where that results from the Client missing a decision deadline.

9. Confidentiality of the Client's Information

The Planner shall keep confidential all personal, financial and guest-list information the Client shares in connection with the Wedding — including addresses, guest names and contact details, family information and budget figures — and shall use it only to plan and coordinate the Wedding. The Planner shall not disclose that information except to vendors and subcontractors who reasonably need it to perform their part of the Wedding, as the Client directs, or as required by law. This obligation continues after the Wedding Date and after this Agreement ends.

10. Day-of Staffing and the Planner's Unavailability

The Planner shall attend the Wedding personally, together with any assistant named in clause 3, to provide the day-of coordination described there.

If the Planner cannot attend the Wedding Date because of illness, injury, accident, bereavement, or another cause beyond the Planner's reasonable control, the Planner shall notify the Client as soon as possible and shall use best efforts to arrange a substitute coordinator of comparable skill and experience, briefed on the timeline and vendor list, at no additional cost to the Client.

If no acceptable substitute can be found, or the Client reasonably declines the one offered, the Planner shall refund the portion of the fee in clause 6 allocated to day-of coordination, together with any part of the balance paid for services not yet performed. This does not affect the Client's rights under clause 4 in respect of vendor contracts the Planner has already validly entered into, which remain contracts between the Client and the relevant vendor.

11. Cancellation and Rescheduling

Either Party may cancel this Agreement by written notice. If the Planner cancels for a reason other than one covered by clause 10, the Planner shall refund every sum the Client has paid for services not yet performed, including a pro-rated portion of the retainer for planning work not completed, within

[Refund period, e.g. "fourteen (14) days"] .

If the Client cancels, the retainer is not refunded under clause 6, and the following applies in addition, based on the date the Planner receives written notice:

- (a) more than [First notice band, e.g. "one hundred eighty (180) days"] before the Wedding Date: the Client owes nothing beyond the retainer already paid;
- (b) between that period and [Second notice band, e.g. "sixty (60) days"] before the Wedding Date (inclusive): the Client owes [Percentage, e.g. "fifty percent (50%)"] of the total planning fee, less the retainer already paid; and
- (c) fewer than that shorter period before the Wedding Date: the full planning fee is due and payable, less the retainer already paid.

12. Vendor Performance and Independent Contractors

The Planner shall exercise reasonable professional care in researching, recommending and negotiating with vendors under clauses 3 and 4. Even so, every vendor is an independent contractor, engaged directly by the Client — or, where clause 4 applies, by the Planner strictly as the Client's limited agent — and not an employee, partner or subcontractor of the Planner.

The Planner does not guarantee any vendor's performance, pricing, quality, punctuality, licensing or insurance, and is not liable for a vendor's breach, no-show, poor performance or price increase. The Client's remedy for a vendor's failure lies against that vendor, except to the extent the failure resulted from the Planner not exercising the reasonable care this clause requires in selecting or engaging that vendor.

13. Limitation of Liability

The Planner's total aggregate liability under or in connection with this Agreement, whether in contract, tort, negligence or otherwise, shall not exceed the total planning fee the Client has actually paid to the Planner under clause 6 — and does not include, and is not measured against, the amount of any vendor contract, whether or not the Planner signed it as the Client's agent under clause 4. Neither Party is liable to the other for indirect, incidental, special or consequential loss, or for loss of profit, revenue, opportunity or goodwill, however it arises.

Nothing in this Agreement limits or excludes either Party's liability for death or personal

injury caused by negligence, for fraud or fraudulent misrepresentation, for the Planner's liability under clause 5 for an unauthorized commitment, or for anything else that cannot lawfully be limited or excluded.

14. Governing Law, Signatures and General

This Agreement and any dispute arising out of it are governed by the laws of [Governing law, e.g. "the State of New York"] , and the Parties submit to the exclusive jurisdiction of the courts of [Jurisdiction] . Neither Party is liable for a failure to perform caused by an event beyond its reasonable control, including natural disaster, epidemic, war, civil unrest, or an act or order of a public authority; where such an event prevents the Wedding from proceeding on the Wedding Date, the Parties shall first seek to reschedule under clause 11.

This Agreement is the entire agreement between the Parties about the Wedding and replaces any earlier quote, proposal, message or understanding about it, including any earlier description of the package in clause 1. It may only be amended in writing signed or confirmed by both Parties. Neither Party may assign it without the other's written consent. If any provision is held unenforceable, the rest continues in force, and a failure to enforce a provision is not a waiver of it. Clauses 4, 5, 9, 12, 13 and this clause survive the end of this Agreement.

This Agreement is not binding on either Party until it has been signed and dated by both. It may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one agreement.

In agreement with the terms above, the parties have signed below on the dates written beside their signatures.

Client

Signature: _____

Printed name: _____

Date: _____

Wedding Planner

Signature: _____

Printed name: _____

Company: _____

Title: _____

Date: _____