



C O N T R A C T

Wedding date : _ _ _ _ _

This contract for services is entered into the agreement by Makensie Banda, Heavenly Weddings

referred to as "Planner" and _____, referred to as "Client".

The Planner is hereby employed as a Professional Wedding Planner, and shall perform the following duties from the chosen package: _____

PLEASE SIGN AND RETURN THE SERVICE PAGE BELOW OF YOUR CHOOSING

Description of the package above will be attached to this contract. Planner shall perform and only perform the duties listed on the package described above.

Please note that the services listed above do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc.

P A Y M E N T

For my services you will pay me a total of \$_____.

Payment will be made as follows: A non-refundable retainer in the amount of \$_____.
(50% of total)

Upon signature of contract \$_____ is due on _____. (DATE)
(30 days prior to your wedding date)

Accepted method of payment: CASH / CHECK / VENMO

*All checks payable to Heavenly Weddings -
209 Hungry Hill Rd, Eddy, TX 76524

*Venmo @MakensieB

*5% CASH discount if paid in FULL in CASH

CIRCLE ONE: CASH / CHECK / VENMO



C O N D I T I O N S

A non-refundable, non-transferable retainer fee of 50% is required to reserve wedding planning services. The remaining balance of your package is due 30 days prior to your wedding date. A late payment fee of \$50 per day may be charged at the discretion of Heavenly Weddings and will automatically be added on to clients invoice. If full payment is not made by two weeks (14 days) before the wedding date Heavenly Weddings may release the date to another client, at which time this contract will be voided.

All monies paid may not be refunded.

Planner shall not be liable or responsible for, and shall be held harmless by Client from and against any and all claims and damages of every kind of any person or persons arising out of or attributed directly or indirectly to the operations or performance of any wedding service provided under this contract.

A 1 hour rehearsal is included in all packages unless stated otherwise. 30 days notice must be given in order to ensure attendance. If rehearsal goes past stated time for any reason a \$75.00 overtime fee will be charged to the client.

I am always a problem solver. But for any reason if Makensie feels uneasy about a guest, vendor or client Makensie may act in the best way possible to ensure safety and stability.

L I A B I L I T Y

It is understood that Consultant is only liable for services completed and provided by Consultant and cannot be held liable for the services of other contracted vendors. It is understood that in no event shall Consultant be liable for consequential damages of any kind.

At any point in time if the planner serving as Heavenly Weddings feels uncomfortable or mistreated by the client or any other persons she may leave if she feels necessary.

C H A N G E S / C A N C E L L A T I O N S

Any changes made to this letter of agreement must be made in writing and signed by all parties.

. If a date or venue change is made 1/3 of the package total will be charged at the discretion of the client.

If you cancel less than 30 days before the wedding, final payment is still required in full.

T E R M / T E R M I N A T I O N

This agreement will terminate automatically upon completion of the services and/or midnight the night of the wedding required by this letter of agreement.

A C T S O F G O D

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your wedding; I will require payment only for the time actually spent planning your wedding.

Signature : ✕ _ _ _ _ _ Date : _ _ _ _ _ Page 2 .



LET'S GET YOUR INFO!

Bride / Groom name : _ _ _ _ _

Bride / Groom name : _ _ _ _ _

MAIN CONTACT: _ _ _ _ _

DATE OF EVENT: _ _ _ _ _

PHONE NUMBER: _ _ _ _ _

CEREMONY VENUE: _ _ _ _ _

EMAIL: _ _ _ _ _

TIME OF CEREMONY: _ _ _ _ _

ADDRESS: _ _ _ _ _

RECEPTION VENUE: _ _ _ _ _

Vendors

Give me some details

CATERER: _ _ _ _ _ BARTENDER: _ _ _ _ _

NUMBER OF GUEST: _ _ _ _ _

FLORALS: _ _ _ _ _ DECOR: _ _ _ _ _

WEDDING COLORS: _ _ _ _ _

PHOTO: _ _ _ _ _ VIDEO: _ _ _ _ _

TIME OF CEREMONY: _ _ _ _ _

OFFICIANT: _ _ _ _ _ DJ: _ _ _ _ _

WHAT'S MOST IMPORTANT TO YOU: _ _ _ _ _

BAKERY: _ _ _ _ _ BEAUTY: _ _ _ _ _

WHAT ARE YOU MOST EXCITED FOR: _ _ _ _ _

Let's plan your
big day!

CIRCLE ONE

Full Service
\$3,500

Partial Planning
\$2,500

Day of
\$1,500

UPON SIGNING THE CONTRACT:

- Initial meeting with Planner
- Discuss vision, timeline, and layout
- Discuss Cost and Budget management
- Our vendor recommendations
- 3 face to face meetings of your choice
- 3 top pick vendors meetings
- Assistance with booking vendors
- Monthly check ins and planning guidance
- Planning assistance along the way

6-8 weeks prior to the wedding:

- Create master pre-discussed Wedding Day Timeline
- Venue walk through to finalize timeline, layout, and day of duties
- Contact all vendors to ensure install time/delivery

4-5 weeks prior to the wedding:

- Check in with all vendors to verify details
- Provide layout and timeline to all vendors

1 week prior to the wedding:

- Send out final timeline to all vendors

Rehearsal:

- Direct 1 hour Rehearsal

WEDDING DAY:

- 2 Planners with 15 hours of service
- Ensure all deliveries are on time
- Assist with décor installation
- Handle any last minute tasks-Direct Ceremony
- Assist with Ceremony and Reception turn around
- Direct Reception
- Assist with send off

UPON SIGNING THE CONTRACT:

- Initial meeting with Planner
- Discuss vision, timeline, and layout
- Our vendor recommendations
- 3 meetings of your choice
- Assistance with booking vendors
- Monthly check ins and planning guidance
- Planning assistance along the way

6-8 weeks prior to the wedding:

- Meeting with Planner
- Create master pre-discussed Wedding Day Timeline
- Venue walk through to finalize timeline, layout, and day of duties
- Contact all vendors to ensure install time/delivery

4-5 weeks prior to the wedding:

- Check in with all vendors to verify details
- Provide layout and timeline to all vendors

1 week prior to the wedding:

- Send out final timeline to all vendors

Rehearsal:

- Direct 1 hour Rehearsal

WEDDING DAY:

- 1 Planner with 12 hours of service
- Ensure all deliveries are on time
- Assist with décor installation
- Handle any last minute tasks
- Direct Ceremony
- Assist with Ceremony and Reception turn around
- Direct Reception
- Assist with send off

UPON SIGNING THE CONTRACT:

- Initial meeting with planner
- Discuss vision, timeline, and layout
- Our vendor recommendations

6-8 weeks prior to the wedding:

- Final Venue walk through to finalize timeline, layout, and day of duties
- Create master pre-discussed Wedding Day Timeline
- Contact all vendors to ensure install time/delivery

4-5 weeks prior to the wedding:

- Check in with all vendors to verify details
- Provide layout and timeline to all vendors

1 week prior to the wedding:

- Send out final timeline to all vendors

Rehearsal:

- Direct 1 hour Rehearsal

WEDDING DAY:

- 1 Planner with 10 hours of service
- Ensure all deliveries are on time
- Assist with décor installation
- Handle any last minute tasks
- Direct Ceremony
- Assist with Ceremony and Reception turn around
- Direct Reception
- Assist with send off



PLANNING + DESIGN

Signature :  _____ Date : _____