

# partie



# girl inc.

## CONTRACT FOR "DAY-OF" COORDINATING SERVICES

Client Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

### Day-of services include:

- Initial Consultation
- Vendor referrals (to accommodate your budget)
- Available via phone and/or email throughout the entire process (expect response within 2-3 business days)
- Meeting 2-3 months prior to event (1-2 hours)
- Final meeting the week of the event (1-2 hours) to go over all final details and concerns you may have including:
  - All vendor information
  - Itinerary
  - Seating charts
  - Guest list/place cards
  - Collection of all items that *Partie Girl* staff will transport to venue
- Time commitment on the day of your event: *Partie Girl* staff will arrive for set-up approximately 2-3 hours prior to the start of event (contingent upon access of venue). *Partie Girl* staff will remain on-site throughout entire event and will leave approximately 30 minutes after entertainment has finished.
- *Partie Girl* responsibilities at event will include:
  - Keeping party running smoothly from start to finish according to itinerary
  - Coordinating with your vendors
  - Dealing with any problems/issues that may arise
  - Collecting gifts from guests
- Prior to *Partie Girl* departure, staff will gather all gifts, belongings, and miscellaneous items and place them in one convenient location (*Partie Girl* will not be responsible for transporting these items).

Total Fee: \_\_\_\_\_

Deposit Required: \_\_\_\_\_

Date Received: \_\_\_\_\_

Final Balance Due: \_\_\_\_\_

Please make checks payable to \_\_\_\_\_. This deposit secures your date. This is a non-refundable/non-transferable deposit. Final balance is due one week prior to your event.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Tracie Simkin  
President - *Partie Girl Inc.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Client

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