

partie



girl inc.

CONTRACT FOR PARTY PLANNING SERVICES

Client Name: _____ Event Date: _____

Guest of Honor: _____

Party Planning Services Include:

- Initial Consultation
- Vendor referrals (to accommodate your budget)
- Arranging and attending vendor meetings
- Following up with vendors throughout the planning phases of your event
- Final meeting with Venue, Décor Company, Entertainment Company
- Final meeting the week of your event to go over final details and concerns you may have including:
 - All vendor information
 - Itinerary
 - Seating charts
 - Guest list/place cards
 - Collection of all items *Partie Girl* staff will transport to venue
- *Partie Girl* will be available via phone and/or email throughout the entire planning process (expect response within 2-3 business days).
- *Partie Girl* staff will arrive to set-up approximately 2-3 hours prior to the start of your event (contingent upon the access to venue). *Partie Girl* staff will remain on-site throughout your 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 your itinerary
 - Coordinating with 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 assist venue staff in transporting these items to your vehicle or designated location on site.

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.

Parking Fees: All parking/valet fees incurred at venues/vendors throughout planning process, including the day of event, will be added to final invoice.

Vendor Meals: Client will have meals provided to *Partie Girl* staff from venue/caterer at the event.

Name: _____

Date: _____

Tracie Simkin

President – *Partie Girl Inc.*

Name: _____

Date: _____

Client

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