

Event Coordinator Term Sheet



Name of Event	
Name of Event Host	
Event Coordinator Name	
Coordinator Contact Information	
Event Date & Time	
Service Provided	
Fee for Service	

This agreement is between The Elms and the host of the above-referenced event, hereafter referred to as "The Host" or "the wedding party," and "the event" or "wedding," respectively. This contract covers only consulting services; No tangible items are included with this service (i.e. flower arrangements or decorative items). This term sheet describes the terms and conditions under which The Event Coordinator will provide service to The Host for the event. In consideration of the foregoing promises exchanged in this agreement, both The Elms and The Host agree as follows:

Wedding Day Coordinator

The "Wedding Day Coordinator" is expected to begin his/her work the week of the wedding. This service covers the logistics of the wedding rehearsal and the wedding day.

If The Elms is providing **Wedding Day Coordinator** services, the Event Coordinator will ensure the following takes place prior to the wedding.

1. Meet the week of the wedding
 - Initiate a conversation between The Host and The Coordinator to discuss which tasks The Coordinator will be responsible for, to ensure all parties hold the same expectations regarding the services provided.
2. Manage all Rehearsal and Wedding day activities.
 - Work with the wedding party to complete The Elms' "Wedding Day Schedule"
 - This plan will be completed one week in advance of the wedding.
 - The Coordinator will ensure all activities take place during the ceremony and reception, as the wedding party have requested in the *Wedding Day Schedule*.



- Manage changing situations as they arise during the wedding ceremony and reception. Notify the host of changes, make suggestions, and work toward ensuring the event continues smoothly, without interruption.
3. The Coordinator will contact all vendors one day prior to the event to ensure the following:
 - Each vendor knows what time to arrive
 - Vendors know what equipment they may need to bring (i.e. Extension cords, coolers for ice, etc.)
 - Each vendor has accurate directions to The Elms
 - Each vendor has instructions regarding deliveries and parking
 - Each vendor is aware of how long he/she/they are expected to be present at the event.
 - The vendor and the wedding party have the same understanding regarding what is to be delivered.
 4. Lead the Wedding Rehearsal
 - The Coordinator will be present at the wedding rehearsal and will lead the rehearsal participants so that all present are confident regarding their responsibilities during the ceremony.
 5. Ensure vendor deliveries are accurate
 - The Coordinator will review the deliveries with each vendor as they arrive to ensure the deliveries are accurate. (For example, if 60 Red Velvet cupcakes were ordered, the Coordinator will ensure 60 cupcakes have been delivered and they are all Red Velvet.)
 - Discuss any discrepancies with the wedding party and manage a resolution with the vendors.

The **Wedding Day Coordinator** *will not* be responsible for any of the following:

- Identifying Vendors
- Planning the ceremony or reception
- Decorating
- Set-Up or Clean-Up
- Making payments to any vendors, staff or other participants
- Taking ceremony or reception photos or videos

Fee for Wedding Day Coordinator: \$400

Complete Event Coordinator

If The Elms is providing **Complete Event Coordinator** services, the Event Coordinator will ensure all of the services above are provided, in addition to the following:

1. Create an event budget and work with the wedding party on managing the budget for the event.
2. Identify and select vendors, and assist with arranging meetings with each, as needed
3. If requested, assist with the selections of linens, flowers, decorations, etc.
4. If requested, assist with selecting of save-the-date cards, invitations and thank you notes.
5. Assist with identifying hotel and transportation accommodations for out-of-town visitors.
6. Ensure all vendors are paid on time by the wedding party (*The Coordinator is not authorized to make any payments on behalf of the wedding party at any time.*)

The **Full Event Coordinator** *will not* be responsible for any of the following:

- Decorating
- Set-Up or Clean-Up



- Making payments to any vendors, staff or other participants
- Taking ceremony or reception photos or videos

Communication between the Complete Event Coordinator & The Host

The Elms recommends the wedding party and Complete Event Coordinator schedule regular meetings together to address issues and make plans. This approach - rather than frequent, unscheduled phone calls or emails - ensures the full attention of both parties is focused on making plans and addressing issues. The Elms has found this to be the most efficient planning process, and is the best way to ensure all contingencies are anticipated, and your plan is flawlessly executed.

Fee for Complete Event Coordinator: \$1000

Payments

An initial deposit of one-half of the Coordinator's fee will be provided to The Elms to reserve the services of The Event Coordinator on the date required. The remaining cost for the Coordinator's services will be included in the regular invoices sent to you by The Elms. All payments are non-refundable.

If payment is not received from The Host according to the payment schedule provided, or if the cancellation policy below is not adhered to, all event coordinator will stop immediately, *the Host's wedding may be cancelled at The Elms*, and The Event Coordinator will be released from the obligations outlined in this contract.

Cancellation policy

If the Event Coordinator is not able to uphold the obligations provided in this agreement due to illness, tragedy or *force majeure* (an "act of god" such as hurricane, other natural disaster, etc), The Elms will make every effort to provide a replacement with either superior or equal capabilities and experience. If a replacement cannot be found, The Elms will reimburse The Host for any payments made to date.

If The Host wishes to cancel this agreement due to gross negligence or non-performance on behalf of The Coordinator, documentation must be provided to The Elms of such. In that event, The Elms will make every effort to provide a replacement with either superior or equal capabilities and experience. If a replacement cannot be found, The Host will be reimbursed any payments made to date. Reimbursements will be made within thirty days of the cancellation date of this contract.

If The Host no longer desires the services of The Coordinator and the reason for cancellation is due to no fault of The Coordinator, a notice of cancellation of services must be provided to The Elms in writing. No refunds will be provided for payments already made, and no further payments will be required.

Obligations of The Host

The Host is expected work with The Coordinator regarding the services to be rendered, and is expected to provide all necessary information as needed, including, but not limited to, vendor contact information, contact information of guests and wedding party, and necessary event times and dates, as needed to efficiently perform the services outlined in this agreement. The Host is also expected to participate fully in the planning and decision making process, and to cooperate with the Event Coordinator by responding promptly to reasonable requests.



Disclaimer

Neither The Elms nor its Event Coordinators are liable in any way for the security of the event, nor for damages or any losses or injuries that may occur during the event. The Coordinator will make referrals, but the final selection of vendors is the responsibility of the event Host. Neither The Elms nor its Coordinators will be held liable in any way for any actions or non-performance on the part of any vendors, their staff, or any wedding party participants.

Payments To Vendors

Neither The Elms nor its Coordinators will provide any payment to vendors for any reason. All payment must come directly from the event Host to the Vendor. The Event Coordinator is not authorized to hold any contracts with, nor provide any payment to, Vendors related to any event. All vendor contracts will be held between The Host and the Vendor.

General Terms

This agreement is the exclusive agreement between the parties with respect to the consulting arrangement between the parties. Any modification to this agreement must be provided in writing and signed by both parties. This agreement shall be governed by and construed and enforced in accordance with the laws of the state of Alabama.

Agreement

I agree to the terms set forth in this agreement. I understand all of the obligations listed in this agreement, and agree to abide by the requirements set forth in this document.

The Elms	
Name	Janet Waldo
Signature & Date	<i>JWaldo</i>
The Event Host	
Printed Name	
Signature & Date	
Phone Number	
E-Mail Address	

All pages of this original, signed document must be returned to The Elms.
Please be sure to retain a copy for your records.