



# SIMPLE MOMENTS

Wedding & Event Planning

THE EXTRA HAND: DAY OF Package

# PACKAGE INCLUDES:

## PRE-WEDDING DAY

- Getting to know you both through email/phone calls/texts
- Understanding your vision for the day
  
- Creating and finalizing the timeline with client
  
- Refining any details about the processional, recessional and ceremony
- Answering any questions
- Meeting with the couple 4-6 weeks before the wedding to finalize wedding day timeline and go through a dry run (if requested)
- Check-in with vendors 2-4 weeks prior to wedding and send master timeline

## REHEARSAL (ADDITIONAL \$350)

- Planning ceremony through a phone call prior to rehearsal night
- Facilitating a run-through of the ceremony (placement and order of wedding party, processional and recessional)
- Helping to keep things on task

## SET UP

- Confirming set up is complete based on your specifications (tables, chairs, ceremony location, etc.)
  - Setting up any reception and ceremony décor setup based on your specifications
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## **WEDDING DAY COORDINATION**

- TWO day of coordinators (Alex & Britt) both contracted for 12 hrs
  - Ensuring everyone is where they need to be
  - Ceremony coordination (ensuring wedding party is queued up and checking in with officiant and DJ prior to ceremony)
  - Directing your party and guests and answering any questions
  - Directing and welcoming vendors as they arrive, drop off and set-up
  
  - Executing your timeline so the day flows seamlessly (checking in with DJ, caterer, and other vendors as needed)
  - Helping the photographer gather people for photos as needed
  - Checking in with the couple, party, and family during the cocktail hour and reception
  - Making sure the couple eats, drinks, and enjoys themselves throughout their day!
  
  - Troubleshooting any day-of problems
  - Distribute tips/payments to vendors (optional)
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# **Simple Moments Wedding Planning Agreement and Contract**

This Planning Agreement and Contract document (the “Contract”) is entered into \_\_\_\_\_ (the “Effective Date”), by and between \_\_\_\_\_ (the “Client”) and Brittany and Alexander Shaeffer (the “Planner”), also individually referred to as “Party”, and collectively “the Parties.

## **SERVICE TERMS**

Simple Moments Wedding & Event Planning will perform wedding planning & coordination services for the Bride and Groom named in this agreement. The services provided above are in accordance with the list of services you have chosen. Simple Moments wants your special day to go without a hitch and we will work diligently to ensure a flawless occasion. If however, certain events, both Force Majeure and Acts of God, beyond our control should prevent us from meeting our high standards, Simple Moments is to be held blameless (i.e. infrastructure failures, war, civil unrest, pandemic, epidemic, endemic, nature causes like unexpected/severe weather, storms, floods and natural disasters. We will nevertheless, do everything in our power to rectify the situation that is outside our normal control.

## **PAYMENT TERMS**

The deposit fee is \$400.00. This fee is non-refundable and is required upon booking to reserve your event date. This fee goes towards the total balance of \_\_\_\_\_ for our services. The remaining balance of \_\_\_\_\_ will be due on the event date.

## **ENTIRE AGREEMENT**

The Parties acknowledge and agree that this Contract represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

**CANCELLATION**

By Client. The Client may cancel this Contract at any time. If the Client cancels up to 60 days prior to the Wedding Day, the Client will be entitled to a full refund, except for the non-refundable deposit. If the Client cancels between 59 days and up to 30 days prior to the Wedding Day, the Client will be entitled to a fifty percent (50%) refund. If the Client cancels less than 7 days prior to the Wedding Day, the Client will not be entitled to a refund.

By Planner. The Planner may cancel this Contract at any time. If the Planner cancels, the Planner must provide a suitable, replacement planner, subject to the Client’s approval, which shall be obtained in writing. In the alternative, the Planner shall refund all monies previously paid by the Client, including any non-refundable deposits. In the event the Planner finds a suitable replacement planner, the Planner shall forward all monies previously paid by the Client to the replacement planner, less any monies the replacement planner agrees have been earned by the Planner for services performed until the date of cancellation.

**DISPUTE RESOLUTION**

In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful Party will be entitled to its legal fees, including, but not limited to its attorneys’ fees.

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(Client’s Signature) Date

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(Planners’ Signature) Date

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Client Name (Bride & Groom)

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Event Date