

AGREEMENT FOR WEDDING CONSULTANT
Elan Consultants
WEDDINGS WITH ELAN
P.O. BOX 50901 NASHVILLE, TN 37205
TELIFAX: 615-292-7433 E MAIL: elanconsultants@comcast.net

NAME OF CONSULTANT: _Elaine M. Parker. Ed.M.; CWC; CE

The Consultants role is that of an advisor... You, the client, make the final selections of the vendors who provide the services and the Consultant will implement your selections.

- Please initial the events and services you want the Consultant to provide.
- INTERVIEW DATE___ Booked_____ DATE OF WEDDING_____

BRIDE:_____ GROOM:_____

STREET:_____

CITY_____,STATE,_____ ZIP:_____

TEL: DAY:_____ NIGHT_____

MOBILE_____ OTHER_____

E-MAIL: _____

- ___ ACCOMMODATIONS (Hotel) (Room blocks) (Credit card of wedding client)
- ___ ALTERATION APPOINTMENTS
- ___ BRIDAL ATTIRE
- ___ BRIDESMAIDS ATTIRE #_____
- ___ CEREMONY (Location) TIME:
- ___ COORDINATOR (Wedding Weekend) (Reception only) # hours
- ___ DIRECTOR (Rehearsal and Ceremony only) # hours
- ___ FLORIST (Decorating) (Rental Items)
- ___ FORMAL WEAR (Tuxedo)(Purchase Order or Rental)
- ___ GIFTS (Attendants) (Family)
- ___ HONEYMOON (Suite) (Travel)
- ___ HOSPITALITY (Room) (Baskets)
- ___ INSURANCE (Wedding)(Request BROCHURE)
- ___ INTERCULTURAL / INTERFAITH (Ceremony or Reception)
- ___ INVITATIONS (Programs, Thank You Notes, Response Cards)
- ___ JEWELRY (Attendants) (Family) (Bride)
- ___ LIMOUSINE (6,8,10 + Passenger) (Van/Bus, Cars) (Horse and Carriage)
- ___ LUNCHEONS (Bridal) (Showers)
- ___ MARRIAGE DOCUMENTS (Change of Name Kit)
- ___ MENU PLANNING (Rehearsal) (Reception) (Other)
- ___ MUSIC (Musicians, D.J .,Bands, Chamber, Soloists) (Ceremony) (Reception)
- ___ OFFICIATE (Civil) (Judge) (Justice of Peace) (Notary) (Minister) (Priest) (Rabbi)
- ___ PARKING (Valet) (Garage) (Vouchers)
- ___ PHOTOGRAPHER (Disposable Cameras)
- ___ PROCESSIONAL/RECESSIONAL SCHEDULE for Director
- ___ RECEIVING LINE (at Ceremony) (at Reception)
- ___ RECEPTION (Location TIME Catering CAKE
- ___ REHEARSAL (Party) (Pre-rehearsal) (Time of Rehearsal)
- ___ RING BEARER(S) (Pillow) FLOWER GIRL(S) (Basket) BELL RINGER(S) (Bells)
- ___ SEATING PLAN – PLACE CARDS – (Head Table) (Reserved) (Alphabetical list) (Table #s)
- ___ TIPPING / GRATUITIES (Envelopes)
- ___ VIDEOGRAPHER
- ___ WEDDING WEEK END EVENTS (Entertainment) (sight Seeing)
- ___ OTHER SERVICES MAY BE SEEN ON WEBSITE: www.weddingswithelan.com

(client initial above) DATE:_____

LIST OF EVENTS OR VENDORS PROVIDED BY THE WEDDING CLIENT SEE INTERVIEW SHEET OF VENDORS AND VENUE SELECTIONS

Please print the service and initial the check box OR use as an attachment

- _____
- _____
- _____

*The consultant requires that each client supply copies of all orders, sales and contracts to be placed in the consultant's files as soon as booked and deposits have been made.

PAYMENT SCHEDULE

\$ _____ Deposit to develop the plan, contact vendors, set up appointments

\$ _____ Each month

OR in 3 (Three payments) received in full before rehearsal date.

\$ _____ Total charges for consulting services due: _____

Client name : _____ (Date) _____

Interview Date: _____ Booking Date: (hold for 5 days) _____

TERMS AND CONDITIONS OF WEDDING CONSULTANT AGREEMENT

If the function is cancelled __ 30__ days before the event, all Consultant's fees will be refunded minus the hourly fee to develop the wedding plans and contacts with vendors and/or venues.

Deposits paid to vendors and venues will be handled by the client and the specific vendor and /or venue directly.

All vendors recommended and accepted by the client shall be liable for their own business practices and suitability for the client. The **CONSULTANT** will do everything reasonable and prudent to assure that the vendors chosen for and by 'the client are reputable and reliable. **ALL VENDORS** have been or will be checked out through the Better Business Bureau. If a specific vendor cannot perform, the Consultant under this Agreement will make every effort possible to find a comparable substitute as directed by the client or in the Consultant's best judgment.

THE CLIENT BY SIGNING THIS AGREEMENT AGREES TO HOLD HARMLESS THE CONSULTANT FOR ANY ERROR, NON-PERFORMANCE, OR CHANGE MADE BY THE CLIENT OR VENDOR.

The Consultant will supply the Client with information about **WEDDING INSURANCE** upon request.

*If additional services or activities occur, after signing this agreement, the Consultant fee will be billed @ \$ _____ per hour payable before the Rehearsal date by money order, certified check, business check or cash. **NO PERSONAL CHECKS**

*Additional services will be attached, dated and signed by the client to this original agreement and initialed by the Consultant.

In the event of litigation regarding this agreement, the prevailing party shall be entitled to reasonable attorney's fee

THE TERMS OF THE CONSULTANT AGREEMENT ARE ACCEPTED BY

(CLIENT): _____ (DATE): _____

(CONSULTANT): _____ (DATE): _____

©- Elan Consultants – Elaine M. Parker, Ed.M. CWC CE
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