



FULL BLOOM EVENTS COORDINATOR SERVICES TERMS AND CONDITIONS

This agreement contains the understanding between FBE and the CLIENT. No addendum, amendment or modification shall be effective unless in writing and duly executed by both parties. This contract constitutes the parties' entire agreement and understandings and supersedes any and all other agreements, both written and verbal, proposals and/or representations other than those listed herein. A complete, signed contract (by both parties), as well as the minimum deposit payment are required to reserve the date and time of the coordinating coverage. Failure to sign the contract and make payment in full within the noted timeframes attached herein will immediately void the contract. An amended contract will need to be signed and pricing will be subject to change.

SERVICES AGREEMENT: FBE responsibilities included: be the lead wedding coordinator at your wedding (11 hours maximum) / run the rehearsal run-through (1 hour maximum) / supply wedding day emergency kit/ plan with vendors as the main communication / work with venue management to create floor plan / help and oversee the floor plan set up and the setup of your wedding day / help and oversee to make sure venue is emptied by the end of the night / will gather all personal decorations together for loading at the end of the night / deliver final payments and tips on the day of the wedding. FBE handles the setup of personal decorations brought by the CLIENT. We do not provide full set-up of the entire event. We do not prepare decoration items. The CLIENT understands that FBE is NOT responsible for handling the entirety of set-up or the handling of other vendors duties unless otherwise specified in the agreement with an additional services payment received. The CLIENT understands that FBE will NOT handle anything not listed in the services agreement or communicated to FBE prior to the wedding. If during the event, additional services are requested/needed without being communicated properly in advance to FBE, ALL services will be on hold until additional payment for services are received (\$250 minimum). The CLIENT understands that all personal decoration items must be prepared in advance, and must be ready to set out in order for FBE to decorate according to plan. If personal decoration items are not ready on the wedding day, and the CLIENT requests FBE to prepare any decoration items, the CLIENT agrees to a \$250 minimum additional payment that must be paid before FBE will perform the additional request.

PROCESS AGREEMENT: FBE agrees that once hired, advice and recommendations can be offered for vendors. FBE can also collect any concrete plans that already have been made. FBE

will NOT be responsible for making a timeline until the date specified below. It is the responsibility of the CLIENT to book scheduling with FBE accordingly, if they need more time than the package chosen offers. If the CLIENT is requesting more than 12 hours of work for FBE on the event date and the rehearsal run through date combined, the CLIENT understands there will be a \$250 charge for every extra hour requested and the contract/invoice will be updated accordingly. If the CLIENT is requesting FBE to stay past 12AM on the wedding night, the CLIENT understands there will be a \$250 for every extra hour requested and the contract/invoice will be updated accordingly. Payments for such updates will fall under the agreed upon timeframe in this agreement. Once in timeframe, FBE will help guide the CLIENT through the process of wedding planning and provide timelines as they are updated. FBE will request all vendor contracts and contact information from CLIENT to solidify details with vendors. Roughly one week prior to the event, FBE will send out a timeline and a vendor list to everyone involved. Upon final timeline sent, all planning will be complete. One day before, FBE will attend/lead the wedding rehearsal run through along with the officiant or church official. FBE does not attend the rehearsal dinner. The day of wedding, FBE will arrive at the venue when allowed time to decorate. FBE will direct all vendors, help and oversee the set up personal items, manage the timing and flow of events (getting ready, ceremony, photos, cocktail hour, dinner, reception, dancing), be your point of contact for any questions/concerns throughout, and help load personal items and gifts at the end of the evening. Any changes to or added services will be listed in this agreement. If services are not listed, the CLIENT understands that FBE will only handle what is listed in this agreement. If the CLIENT wishes for FBE to email vendors, or mail/deliver forgotten items after the wedding, the CLIENT agrees to a \$100 a day payment plan for any additional time requested after the wedding.

PAYMENT SCHEDULE: Minimum deposit is due at signing. The CLIENT understands the full balance amount is to be paid in full no less than by three weeks (21 days) PRIOR to event. Payment forms accepted are cash/ PayPal/ Venmo. All other forms of payment must have cleared prior to the beginning date/time of coverage. Failure to make final payment no less than three weeks (21 days) before the wedding day will constitute default of this agreement and services will not be provided by FBE. In the event services are still requested, an amended contract will need to be signed and pricing will be subject to change.