

Event Planning Services Statement

This document outlines the scope of services provided by our event planning company for your upcoming event.

Client Information

Client Name:

Event Date:

Type of Event:

Scope of Services

- Venue selection and booking
- Catering coordination
- Invitations and RSVP management
- Décor and theme planning
- Audio/Visual arrangements
- On-site event management
- Post-event follow-up

Payment Terms

Details regarding payment structure, deposit requirements, and due dates will be outlined in the formal contract.

Agreement

Client Signature:

Date: