

My Friend Does Weddings

“The Ultimate” – Full Wedding Planning Services Agreement

This Full Wedding Planning Services Agreement (“Agreement”) is entered into as of the date signed below, by and between My Friend Does Weddings (“Planner,” “we,” “us”) and the individual(s) named below (“Client,” “you”), collectively the “Parties.”

1. Parties & Event Details

Client Name(s):

Email:

Phone:

Wedding Date:

Venue(s):

Estimated Guest Count:

2. Scope of Services — Full Planning

Planner will provide full-service wedding planning and coordination from the date this Agreement is signed through the conclusion of the wedding day, including but not limited to:

- Unlimited email/text communication and regularly scheduled planning meetings
- Budget creation and ongoing budget tracking
- Vendor research, recommendations, booking assistance, and management of all contracted vendors
- Design and styling guidance (color palette, décor concept, floral direction)
- Venue walk-throughs and logistics planning
- Development of a full wedding-day timeline and floor plan
- Coordination of the rehearsal (if applicable)
- On-site coordination and management on the wedding day, including vendor oversight, setup supervision, and timeline execution
- Point-of-contact for all vendors on the wedding day so Client and family can be fully present

Services not listed above (e.g., day-of staffing beyond the included team, additional events such as rehearsal dinners or welcome parties, travel outside O’ahu) are considered add-ons and will be quoted separately in writing before being performed.

3. Fee & Payment

The total fee for Full Planning services described in Section 2 is:

\$3,500.00 USD

This rate is offered as a founding-client rate and is honored for Client at the amount above regardless of any future pricing changes to Planner’s standard rates.

Payment in full is due upon execution of this Agreement to reserve Planner's services for the Wedding Date. Services will not formally begin, and the Wedding Date will not be considered secured on Planner's calendar, until payment in full is received.

Payment may be made via [payment method(s) — e.g., Venmo, Zelle, check]. A receipt will be provided upon payment.

4. Cancellation & Refund Policy

Should Client need to cancel this Agreement, written notice must be provided to Planner as soon as possible. Refunds of the fee paid under Section 3 will be issued according to the following sliding scale, based on the amount of notice given prior to the Wedding Date:

- 90+ days before the Wedding Date: 75% refund
- 60–89 days before the Wedding Date: 50% refund
- 30–59 days before the Wedding Date: 25% refund
- Fewer than 30 days before the Wedding Date: No refund

This sliding scale reflects time, planning work, and vendor coordination already invested by Planner on Client's behalf, regardless of when cancellation occurs. Any deposits or payments made by Planner to third-party vendors on Client's behalf prior to cancellation are non-refundable by Planner and are Client's responsibility to resolve directly with the vendor.

5. Postponement

If the wedding is postponed to a new date, Planner will make reasonable efforts to accommodate the new date. If Planner is unavailable on the new date, this Agreement will be treated as cancelled as of the postponement notice date and the refund schedule in Section 4 will apply based on the original Wedding Date.

6. Client Responsibilities

- Respond to Planner's communications and requests for decisions in a timely manner
- Provide accurate information about budget, guest count, and vendor contracts
- Make final payments to vendors directly and on time, unless otherwise agreed in writing
- Notify Planner promptly of any changes to the wedding date, venue, or key details

7. Limitation of Liability

Planner will perform all services with reasonable skill and care. However, Planner is not liable for the acts, omissions, errors, quality of work, or performance of any third-party vendor (including but not limited to caterers, photographers, florists, venues, and rental companies), nor for events outside Planner's reasonable control, including but not limited to weather, natural disasters, and venue closures. Planner's total liability under this Agreement shall not exceed the total fee paid by Client.

8. Meal Provision for Planning Staff

For any wedding-day shift of 8 hours or more, Client agrees to provide a meal for Lindsey, Anthony, and any additional hired and agreed-upon staff working the event. Meal timing and logistics may be coordinated with the venue or catering vendor in advance as part of the wedding-day timeline.

9. Force Majeure

Neither Party shall be held responsible for failure to perform due to causes beyond their reasonable control, including natural disasters, government restrictions, pandemics, or venue closures. In such cases, the Parties will work together in good faith to reschedule services where possible.

10. Photography & Portfolio Use

Client grants Planner permission to photograph the wedding for the purpose of Planner's portfolio, website, and social media, unless Client opts out in writing prior to the Wedding Date.

Client opts OUT of photography use (initial HERE if applicable):

11. Governing Law

This Agreement shall be governed by the laws of the State of Hawaii. Any disputes arising from this Agreement shall first be addressed through good-faith discussion between the Parties.

12. Entire Agreement

This Agreement, together with any signed written amendments, constitutes the entire agreement between the Parties and supersedes any prior discussions or understandings, written or oral.

Acceptance

By signing below, both Parties agree to the terms outlined in this Agreement.

Planner

Planner Signature

Printed Name:

Date:

Client

Client Signature

Printed Name:

Date:

