

This Day-Of Coordination Contract is made & entered into on _____

date

Primary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

This Agreement is legally binding and entered into by and between **First Class Event Services LLC ("Planner" or "Company")** and the undersigned individual(s) or entity ("Client").

1. SCOPE OF SERVICES, TIMELINE, & TIER INTEGRITY

The 8-Week Operational Mark: Full coordination, comprehensive vendor handoffs, and logistics management formally commence exactly eight (8) weeks prior to the scheduled event date. Prior to this 8-week mark, all planning tasks, venue bookings, design choices, and vendor acquisitions remain the sole legal and operational responsibility of the Client.

Inclusions & Structural Consultations: The contract fee strictly covers the following finalized structural touch-points:

- One (1) Initial Comprehensive Planning Session upon booking to align on the baseline vision.
- One (1) Month-Out Coordination Meeting to freeze remaining logistical elements.
- One (1) Site Visit Walkthrough at the ceremony and reception venue for layout validation, floor plan confirmation, and timeline feasibility.
- One (1) Final Rental and Logistics Meeting to cross-reference third-party decor, rental counts, and delivery drop schedules.
- Unlimited Communication via phone, text, and email from the time of booking through the event date.
- Creation of a Master Wedding Timeline, a personalized Wedding Party Itinerary, and a Hair/Makeup Production Timeline.

Rehearsal & Wedding Day Management:

- Direction and cueing of the wedding rehearsal (up to 1 hour maximum), including lineup, processional, and recessional flow.
- Full-day on-site event management executed by two (2) professional Company Team Members: **One Lead Event Coordinator and One Assistant Coordinator.**

Strict Tier Separation (No Partial/Full Planning Inclusions): Client explicitly acknowledges that Day/Month-Of Coordination is an independent, baseline management tier. ***It does not include, and shall not be confused with, Partial Planning or Full-Service Planning.*** Company is not responsible for sourcing vendors, designing color palettes, managing comprehensive invitations, or budgeting outside of the final 8-week window.

The Absolute Upgrade/No-Downgrade Rule: Client may request an upgrade to Partial Planning or Full-Service Planning at any point prior to the event, subject to availability and execution of a pricing addendum. However, ***under no circumstances may this contract be downgraded to a lower tier or reduced in scope.*** Once a service tier is booked and a payment is executed, the Company allocates fixed resources, blocks calendar dates, and initiates foundational administrative file setups. Therefore, all payments are locked to this minimum tier value. **[Client Initials: _____]**

2. CATERING DEPENDENCY & MANDATORY BUSSING SURCHARGES

First Class Event Services LLC maintains strict operational boundaries regarding food service and teardown to protect the structural timeline of your wedding day and prevent staff exploitation.

- **The Full-Service Catering Mandate:** The Client is ***strictly required to retain a licensed, insured, FULL-SERVICE catering company***. A full-service caterer is contractually defined as an independent company that provides dedicated on-site staff responsible for food delivery, buffet or plating management, continuous table busing, water/glassware refills, and complete kitchen/dining cleanup.
- **Role of Coordinators vs. Busing Labor:** The on-site Lead Coordinator and Assistant Coordinator are present to execute your timeline, cue vendors, manage production transitions, and troubleshoot emergencies. ***They are not banquet staff, dishwashers, or busing crews***. While our coordinators will happily help clear the couple's sweetheart table as a courtesy, they cannot bus guest tables.
- **Busing Surcharge for Non-Compliant Catering:** If the Client hires a drop-off caterer, a food truck, a partial-service caterer, or a company that does not provide table-clearing staff, ***an automatic Busing Fee of \$5.00 per guest will be assessed based on the final guest count***.
- **Deployment of Additional Staff:** Upon application of the Busing Fee, the Company will source, deploy, and manage ***an additional, third Team Member*** exclusively dedicated to busing tables, clearing guest plates, and managing food trash disposal. This staff member is billed entirely to the Client and backed by the card on file. **[Client Initials: _____]**

3. FINANCIAL BOOKING TIMELINES & NON-REFUNDABILITY

The 50% Non-Refundable Deposit: To reserve and secure the calendar date for coordination services, a non-refundable deposit equal to ***50% of the total estimated quote*** must be submitted along with this signed contract. This deposit is strictly non-refundable under all circumstances because it removes the date from the Company's active booking calendar, preventing the capture of alternative event revenue. **[Client Initials: _____]**

Total Payment Non-Refundability: ***ALL PAYMENTS MADE TO FIRST CLASS EVENT SERVICES LLC ARE COMPLETELY NON-REFUNDABLE***. This applies to the initial deposit, progress payments, and the final balance. Because foundational administrative work begins immediately upon contract execution, all funds received are considered earned upon receipt. No exceptions will be made for client-side cancellations, date changes, or event scaling. **[Client Initials: _____]**

Final Balance Due Date: The complete remaining contract balance, along with finalized vendor contracts and floor plans, is due exactly ***30 days prior*** to the event date.

Late Payment Daily Surcharges: Client agrees that late payments cause the Company internal administrative damages and scheduling disruptions that are difficult to calculate. Therefore, a daily liquidated late fee of ***\$100.00 per day*** will automatically apply to all balances past due starting the day after the due date, up to a maximum of 30 days.

Release of Date: If the full payment (including accrued late fees) is not received by ***35 days prior*** to the event date, the event date will be automatically ***released, the contract canceled, and all prior payments forfeited***.

4. STRICT LIQUIDATED CANCELLATION FEES

Should the Client initiate a written cancellation of this coordination agreement, the following financial penalties apply based on proximity to the scheduled event date to compensate for lost opportunity costs:

- **90+ Days From Event:** Client is assessed a cancellation fee equal to ***30% of the remaining contract balance***.
- **30 to 89 Days From Event:** Client is assessed a cancellation fee equal to ***40% of the remaining contract balance***.
- **Less than 30 Days From Event:** Cancellation within 30 days requires ***the remaining contract balance to be paid in full immediately***.

5. COMPLIANCE METHODS & INCIDENTALS

Credit/Debit Card on File: Client ***must maintain a valid, active credit or debit card on file*** with the Company securely at all times. Client explicitly authorizes the Company to charge this card for any outstanding balances, late fees, automated busing fee additions, overtime fees, or equipment damage invoices.

Card Authorization & Failed Charges: If a corporate charge attempt is declined or disputed without cause, a ***\$50.00 administrative fee*** will be assessed per failed attempt, and a ***5% late fee compounded weekly*** will apply to the balance until resolved.

Payments By Check: Checks must be made payable to: **First Class Event Services** and must be received and cleared no later than ***14 days prior*** to the event date. Any returned or bounced check automatically triggers a ***\$75.00 bounced check fee***, plus a ***\$25.00 daily penalty*** for each day the payment remains unrectified following the bounce date.

The Cash Discount: If the contract balance is paid **IN FULL** using cash at the time of initial booking, Client will receive a **\$100.00 flat discount** off the total package price.

6. ADDITIONAL FEES & OUT-OF-POCKET EXPENSES

Overtime Set-Up Surcharge: Standard set-up supervision is included in the base fee. Any additional structural time required for setup or venue teardown beyond our baseline allocation will incur an additional labor fee of **\$150.00 per hour**.

Travel Surcharge Rules: Our services include zero travel fees within a 50-mile radius of the core city hub we are operating in. Any event location situated **51+ miles outside of our core hub airport** will automatically incur a standard **15% travel surcharge** based on the total contract package value.

Extended Travel Expenses: If the event requires Team Members to travel more than 100 miles from their home base, or if the event spans multiple days, lodging arrangements and costs will be covered entirely by the Client. If airfare is required, the Client will cover the total cost of airfare. All unpaid travel costs will be added to the final invoice and charged to the card on file.

7. DAMAGE TO EQUIPMENT & OPERATION DISRUPTIONS

Comprehensive Equipment Liability: The Client assumes full financial liability for any damage, theft, tampering, or destruction of the Company's equipment, emergency kits, tech setups, or communication gear caused by event guests, other vendors, venue staff, or environmental elements.

Loss-of-Use & Operational Disruption Fees: In the event of gear damage, **the Client will be billed the full retail replacement fee for the ruined equipment, payable within 30 days**. Because damaged equipment directly prevents the Company from fulfilling alternative event contracts, the following structural surcharges apply:

- Failure to pay the equipment replacement invoice within 30 days will result in an immediate **\$25.00 daily "Loss-of-Use" fee** to offset gear rental replacements.
- If debt collection or litigation is initiated, a secondary **\$100.00 daily operational disruption fee** will continuously accumulate on top of the balance until a final court judgment is satisfied.

8. GENERAL LIMITATION OF LIABILITY

Third-Party Vendor Exclusion: First Class Event Services LLC acts strictly as an event planning and coordination service and does not own, operate, or control any third-party vendors, caterers, or venues engaged by the Client. All contracts for goods or services provided by third parties are entered into directly between the Client and the respective vendor. The Company shall not be held liable for any vendor's failure to perform, negligence, misconduct, or breach of contract.

Performance Liability Boundaries: First Class Event Services LLC will perform services to the best of its professional ability. The Company will not be held liable for disruptions caused by circumstances beyond its control, such as power outages, technical malfunctions, or restrictions imposed by the venue. In the event of an unforeseen team emergency (illness or injury), the Company will make every effort to provide a qualified substitute planner.

Financial Liability Cap: In no event shall the Company's total financial liability for any claims, errors, or losses arising from this Agreement exceed the exact total amount paid by the Client to the Company for services rendered. Under no circumstances shall the Company be liable for any indirect, incidental, consequential, or punitive damages.

9. SAFETY, GUEST CONDUCT, & SERVICE CESSATION

Guest & Attendee Conduct: The Client is fully responsible for ensuring that all guests, attendees, and participants behave in a manner that is safe, respectful, and compliant with local laws and venue policies. The Client must prevent excessive intoxication, disorderly conduct, physical assault, or harassment of any kind.

The Right to Cease Service: If at any time during the event, the Lead Coordinator feels that the safety of the Company's staff, subcontractors, or equipment is at risk due to guest volatility, severe intoxication, or illegal activity, **the Company reserves the right to cease performance and exit the premises immediately**. No refunds or credits will be provided for lost performance time under safety stoppages, and the Client remains responsible for full contract payment.

Alcohol & Substance Management: We reserve the right to refuse interaction with any guest who appears overly intoxicated or under the influence of illicit substances. If an event situation escalates to the point that law enforcement needs to be involved due to guest non-compliance, any legal consequences are entirely the Client's responsibility.

10. FORCE MAJEURE & COMPLIANCE RULES

Force Majeure Clause: The Company shall not be held liable for any delay, interruption, or failure to perform its obligations under this Agreement due to events beyond its reasonable control, including acts of God, natural disasters, inclement weather, power failures, pandemics, government regulations, or labor strikes. In such cases, the Company will make reasonable efforts to provide alternative options but is not obligated to issue refunds.

Compliance with Local Laws: The Client must ensure full compliance with all local noise ordinances, fire codes, curfews, capacity limits, and emergency exit accessibility. Any violations, legal penalties, or municipal fines incurred due to non-compliance are the sole financial responsibility of the Client.

11. EXECUTION OF AGREEMENT

By signing below, the Client certifies that they have read, understood, and explicitly agree to all terms, non-refundability rules, mandatory full-service catering clauses, absolute tier integrity rules, and daily late fee structures outlined in this 11-section Agreement.

Payment Due By _____
date

Primary Client Information Card Information

Name: _____
Address: _____

Phone: _____

Card # _____
Ex. Date _____ Sec. Code: _____

Secondary Client Information

Name: _____
Address: _____

Phone: _____

Card # _____
Ex. Date _____ Sec. Code: _____

Event Information

Type of Event: _____
Event Date(s): _____
Event Location: _____
Hours of Service: _____

Number of Guests: _____
Package Requested: _____ Day[Month]-Of Coordination
Start/End Times: _____
Venue Name: _____

Venue / Manager Information

Name: _____
Address: _____

Phone: _____
Email: _____

Payment Information

Quoted: _____
Balance Due: _____
Due Date: _____
Payment Method: _____

Failure to submit the full payment by this deadline will result in services being canceled for the event. However, the client will still be responsible for the total payment as stipulated in this agreement.

Client Name (Printed)

First Class Event Services Team Member

Client Signature

Date

First Class Signature

Date