

# BJ's Event Planning & Decorating

## Month of Planning Package (starting at \$1,200)

We handle every detail so that the wedding party and family are relaxed and free to enjoy your biggest moment.

The month of planning package includes:

### Rehearsal

- Consultations with bride and groom to find out information about their wedding and determine how they wish the wedding to flow
- Preparation of a rehearsal and wedding day itinerary
- Attendance and direction (coordinated with officiate) at the rehearsal (up to two hours)
- Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

### Wedding Day

- Check with vendors to confirm arrangements for the wedding day
- Attend overseeing and directing the ceremony and reception (up to 10 hours) ☑ Receive deliveries and greet vendor
- Make sure reception and ceremony areas are set up as you have planned
- Assist with handing out wedding flowers pinning on corsages, boutonnieres, etc.
- Make sure table numbers, place cards, programs, wedding favors are correctly placed
- Get wedding party in place to walk down the aisle. Making sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.
- Help photographer get the pictures you want, making sure family members are available and in place for the photographer
- Make sure reception area is set up as planned, candles lit, DJ on schedule, etc.
- Arrange grand entrance
- Handle any problems that come up with caterer
- Make sure things are running on schedule
- Make sure all vendors receive final payments as needed
- Coordinate the collection of gifts received at wedding to be delivered to pre-arranged spot
- Collect guest books, cameras, personal items, etc. to be delivered to pre-arranged spot
- Make sure transportation is running on time
- Provide a stress free day for the bride and groom

Client: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Policy:** BJ's Event Planning and Decorating accept credit cards, cash, personal checks and money orders. A personalized payment plan can be arranged. There is a non-refundable \$100 down payment at contract signing. The down payment will reserve your date on the calendar.

**Payment Amount:** The following contract amount includes travel expenses to the ceremony and reception in the DFW area (other expenses apply if out of DFW area). The price may increase as the number of estimated guest increase; (Wedding, \$7 per person; Non-showroom colors, \$14-26 per person; Baby Shower \$4 per person; Other events \$5 per person)

<b>Baby Shower</b>	Amount: \$ _____
<b>Birthday, Graduation, Anniversary or General Decorating</b>	Amount: \$ _____
<b>Wedding Reception Decorating</b>	Amount: \$ _____
<b>Wedding Ceremony Decorating</b>	Amount: \$ _____
<b>Event Coordinator/Wedding Planner</b>	Amount: \$ _____
<b>Equipment/Supply Rental</b>	Amount: \$ _____

**Refund Policy:** Should the event be cancelled or postponed, 10 % of any amount paid to BJ's Event Planning & Decorating less the \$100 down payment will be returned within 60 days of written notice. No amount for Event Coordinator and Wedding Planner cost will be returned.

**Display Rights:** BJ's Event planning & Decorating reserves the right to use your photos from your event for promotion purposes, display advertisements, internet, publication. Etc.

**Attire:** BJ's Event Planning & Decorating staff will dress in appropriate attire for your event, be it black-tie affair or an outdoor Bar B Que.

**Assistants:** Should you require it, BJ's Event Planning & Decorating will provide assistants in to fulfill this contract. These assistants will abide by all terms of this contract. The decision to use assistants is at the sole digression of BJ's Event Planning & Decorating. The cost of said assistants is included in your contract amount.

The undersigned have read, understood and agreed to BJ's Event Planning & Decorating policies and terms listed in this contract. The undersigned will have BJ's Event Planning & Decorating as their official decorator for wedding which will take place \_\_\_\_\_ 2019

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
Client: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Regina Ezell, BJ's Event Planning & Decorating

