

partie



girl inc.

CONTRACT FOR EXTENDED DAY-OF CONSULTING SERVICES

Client Name: _____ Event Date: _____

Guest of Honor: _____

Extended Day-Of Consulting Services Include:

- Initial Consultation
- Vendor referrals (to accommodate your budget)
- Available via phone and/or email throughout the entire process (expect response within 2-3 business days)
- Final meeting with Venue, Décor Company, Entertainment Company
- Follow up with all vendors 2 weeks prior to your event
- Final meeting the week of your event (1-2 hours) to go over all final details and concerns you may have including:
 - All vendor information
 - Itinerary
 - Seating charts
 - Guest list/place cards
 - Collection of all items that *Partie Girl* staff will transport to venue
- Time commitment on the day of your event: *Partie Girl* staff will arrive for set-up approximately 2-3 hours prior to the start of event (contingent upon access to venue). *Partie Girl* staff will remain on-site throughout entire event and will leave approximately 30 minutes after entertainment has finished.
- *Partie Girl* responsibilities at event will include:
 - Keeping party running smoothly from start to finish according to itinerary
 - Coordinating with your vendors
 - Dealing with any problems/issues that may arise
 - Collecting gifts from guests
- Prior to *Partie Girl* departure, staff will gather all gifts, belongings, and miscellaneous items and place them in one convenient location.

Total Fee: _____

Deposit Required: _____

Date Received: _____

Final Balance Due: _____

Please make checks payable to _____. This deposit secures your date. This is a non-refundable/non-transferable deposit. Final balance is due one week prior to your event.

Parking Fees: All parking/valet fees incurred at venues/vendors throughout planning process, including the day of your event, will be added to final invoice.

Vendor Meals: Client will have meals provided to *Partie Girl* staff from venue/caterer at the event.

Name: _____ Date: _____

Tracie Simkin
President – *Partie Girl Inc.*

Name: _____ Date: _____

Client

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