

# Short-Term Service Agreement Form

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

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Contact Information: \_\_\_\_\_

Event Planner Name/Company: \_\_\_\_\_

Event Planner Contact Information: \_\_\_\_\_

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## Scope of Services

- Detailed event coordination and planning
- Vendor management and liaison
- On-site event supervision on event day
- Other (specify): \_\_\_\_\_

## Term of Agreement

This agreement is valid from \_\_\_\_\_ to \_\_\_\_\_.

## Payment Terms

Service Fee: \$\_\_\_\_\_

*(50% deposit required upon signing, balance due by event date unless otherwise agreed.)*

## Cancellation Policy

**Client Cancellations:** Must be made in writing. Deposits are non-refundable if cancellation occurs within 14 days of the event date.

**Planner Cancellations:** In the unlikely event the event planner cancels, all deposits will be fully refunded.

## Responsibilities

- **Client:** Provide all necessary information and access required for event planning and execution.
- **Event Planner:** Deliver agreed services professionally and communicate promptly with the client on all matters.

## Signatures

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

Event Planner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This **short-term service agreement form** sample is designed specifically for event planners to outline clear terms and responsibilities. It ensures all parties are protected and expectations are set for successful event execution. Using this form helps streamline agreements and avoid misunderstandings during event planning.