



Imagination Factory USA

Proudly an LJL Inc Family Company

EVENT COORDINATION AGREEMENT

This Event Coordination Agreement ("Agreement") is entered into on _____, by and between:

Client(s): _____

Event Coordinator: Imagination Factory USA

Collectively referred to as "the Parties."

1. EVENT DETAILS

- **Event Type:** _____
 - **Event Date(s):** _____
 - **Event Location(s):** _____
 - ☐ Indoor Event
 - ☐ Outdoor Event
 - ☐ Both
 - **Estimated Guest Count:** _____
 - **Coordinator Start Time:** _____
 - **Coordinator End Time:** _____
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2. SERVICES SELECTED

Client agrees to engage **Imagination Factory USA** for the following service. (Please check the box for your selected service.)

- ☐ **Essential Day-of Coordination**
- ☐ **Wedding Management**

Only the check-marked service is included in this Agreement.



3. SCOPE OF SERVICES

A. Essential Day-of Coordination

Includes:

- 1 Coordinator
- Final timeline & coordination review meeting
- Basic pre-event vendor communication to confirm client provided arrival times and setup instructions
- Day-of event support with:
 - Ceremony coordination
 - Music cueing
 - Guest guidance & flow management
 - Vendor arrival guidance & direction
 - Reception cueing (toasts, dances, transitions)
 - Point person for couple & immediate family
- Up to 6 consecutive hours of coverage beginning at coordinator arrival time

Not Included:

- Full event planning
- Décor setup/breakdown
- Vendor booking or contract management
- Extensive timeline development
- Rehearsal coordination (available as add-on)
- Setup or movement of large installations or rentals
- Assistant coordinator staffing
- DJ/MC services
- Cleanup assistance

Pricing: \$750 for up to 50 guests

- ☐ Rehearsal Coordination Add-on: \$250 + applicable travel and accommodation costs. (Please check the box if you are adding rehearsal coordination and read and initial the **Important Travel and Accommodations Note.**)
- ☐ For 51-100 guests, add \$250
- ☐ For 101-200 guests, add \$750



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B. Wedding Management

Includes:

Pre-Wedding:

- Up to 20 hours of services
 - Additional pre-wedding hours of service available for \$50 per hour. If Client goes over 20 hours of services, coordinators will invoice for any additional hours incurred.
- Review of client-provided vendor contracts and coordination details for logistical accuracy
- Ongoing communication and support for coordination-related questions as they arise
- Vendor recommendations and guidance as needed
- Coordination of key planning meetings, including:
 - Venue walk-through (approximately 4–6 weeks prior to wedding day)
 - Virtual logistics, timeline, and décor meeting (approximately 6–8 weeks prior to wedding day)
- Development and refinement of a detailed wedding day timeline in collaboration with you and your vendors
- Direct coordination with vendors leading up to the event to confirm timing, logistics, and arrival details

Rehearsal Coordination:

- Professional direction of your wedding rehearsal
- Coordination of ceremony flow, entrances, and key moments
- Guidance for wedding party and family to ensure a smooth, confident wedding day

Day-of Coordination:

Full day on-site execution and coordination of your wedding day, including:

- Up to 12 consecutive hours of coverage
- Management of ceremony and reception flow from start to finish
- Vendor coordination and point-of-contact management on event day
- Timeline execution and cueing for all major events (ceremony, entrances, toasts, dances, etc.)
- Oversight of guest flow and event transitions
- On-site problem solving and logistics management
- Coordination of setup execution (we manage setup, but do not provide décor setup or teardown labor)
- Acting as the primary point of contact for couple and designated family members

Not Included:

- Full wedding planning or design services
- Décor setup or teardown (we oversee execution but do not physically install or remove décor)
- Rental installation or styling labor

Pricing: (Please check the box matching your guest count.)

- ☐ Up to 200 guests = \$2500 + travel & accommodations fees
- ☐ 201+ guests = \$3,000 + travel & accommodations fees



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Important Travel & Accommodations Note: (Please read and initial the *Important Travel & Accommodations Note*)

Because Wedding Management may include rehearsal coordination, vendor oversight, early venue access, breakdown supervision, and other pre- or post-wedding responsibilities, some events may require multi-day on-site coverage and overnight accommodations for assigned coordination staff.

When overnight accommodations are required based on the event location, travel distance, finalized timeline, rehearsal schedule, venue access requirements, or hours of service, the Client will be charged a flat accommodation fee of \$250 per required night.

The accommodation fee is charged per night, not per staff member, unless otherwise specified in the Client's proposal or service agreement. Imagination Factory will select, reserve, and arrange all required accommodations for its coordination staff. The Client is not responsible for locating or booking lodging.

The number of required overnight stays will be determined by Imagination Factory based on reasonable travel, scheduling, staffing, and safety considerations. Required accommodations may include the night prior to the rehearsal, the night prior to the wedding, the night of the wedding, and/or additional nights when necessary due to the event schedule or venue requirements.

Any required accommodation fees will be communicated to the Client and added to the Client's invoice once the applicable travel and scheduling requirements are known. Accommodation fees are separate from any applicable mileage, travel, transportation, parking, tolls, or other travel-related charges outlined elsewhere in this Agreement.

_____(Client initials)

4. FEES & PAYMENT

- **Coordination Fee:** \$_____ (Travel & Accommodations fee to be added to the final invoice during the pre-wedding process.)
- **Non-Refundable Retainer:** \$_____ due upon signing (The retainer reserves the event date and is non-transferable and non-refundable.)

No services will be rendered until the retainer is received. Final payment must be made no later than **30 days prior to the event date**. Client agrees to pay the full balance, including Travel & Accommodations Fees.

5. ADDITIONAL SERVICES

Services not outlined in this Agreement may be added at an additional cost and must be agreed upon in writing.



6. TRAVEL FEES & EXPENSES

If the event location, meetings, rehearsals, or site visits require travel beyond **25 miles** from **Seaside, Oregon**, Client agrees to pay applicable travel fees.

Travel fees may include, but are not limited to:

- Mileage at **\$1.00 per mile, roundtrip**
- Accommodations (if overnight is required)
- Parking, tolls, or transportation costs

Any anticipated travel fees will be disclosed via a contract addendum and added to the Client's final invoice. Travel & accommodations fees are non-refundable once incurred.

7. RENTALS & EQUIPMENT

If Client rents event items from **Imagination Factory USA**, including but not limited to décor, furniture, linens, tableware, or specialty equipment ("Rentals"), the following terms apply:

- Rental items are reserved exclusively for the event date upon payment
- Rental fees are non-refundable
- Client is responsible for all rented items from delivery through pickup
- Client assumes full responsibility for loss, theft, or damage beyond normal wear and tear

Client understands and agrees that all Rentals are subject to **Imagination Factory USA's separate Rental Agreement**, which must be signed prior to delivery or pickup. In the event of a conflict between this Agreement and the Rental Agreement, the Rental Agreement shall govern with respect to rental items.

8. RENTAL FEES & PAYMENT

Rental fees will be outlined in a separate invoice or addendum and must be paid in full no later than **15 days prior to the event**.

Late additions or changes to rental orders are subject to availability and may incur additional fees.



9. SETUP, BREAKDOWN & ACCESS

Client is responsible for ensuring venue access for coordinators at contracted arrival and departure times. Additional labor, extended coordination time, or delayed access may result in additional charges.

10. CLIENT RESPONSIBILITIES

Client agrees to:

- Provide accurate and timely information
 - Make decisions promptly and adhere to deadlines:
 - Completion of wedding binder 7-days prior to timeline meeting
 - Final timeline details/changes submitted 30-days prior to event date
 - Pay vendors directly unless otherwise agreed
 - Provide a meal for all coordinators and assistants
 - Maintain communication throughout the coordination process
 - Access to shade/shelter, restroom facilities, and potable water must be available for coordinator use
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11. VENDORS

Coordinator may recommend vendors but is not responsible for the performance, products, or services of third-party vendors. Vendor contracts are solely between the Client and the vendor.

12. LIABILITY

Coordinator shall not be held liable for circumstances beyond reasonable control, including but not limited to weather, vendor failure, venue restrictions, or acts of God.

13. DAMAGE & INDEMNIFICATION

Client agrees to indemnify and hold harmless **Imagination Factory USA** from any claims, damages, or losses arising from Client's event, including but not limited to damage to rental items, venues, or third-party property caused by Client, guests, or vendors.



14. CANCELLATION & TERMINATION

- Retainer deposit is non-refundable under all circumstances
 - Cancellation must be submitted in writing
 - Cancellations within **30 days** of the event will not be refunded
 - **Staff Treatment:** Any abuse or harassment of staff will result in immediate termination of the contract without refund. LJI, Inc reserves the right to determine what is considered abuse and harassment.
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15. MARKETING & INTELLECTUAL PROPERTY

Coordinator may photograph or document the event for marketing and promotional purposes unless Client opts out in writing at any time or by checking the box below.

☐ Client opts out of marketing use

16. GOVERNING LAW

This Agreement shall be governed by the laws of the state of _____.

17. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and may only be amended in writing and signed by both Parties.

18. SIGNATURES

Client Signature: _____

Printed Name: _____

Date: _____

Coordinator Signature: _____

Printed Name: _____

Date: _____