Client contracts and getting paid

12 · The Business of Event Planning · about 10 minutes

Your own agreement: scope, fee, deposits, cancellation, liability cap, photo rights. Invoicing and late payment.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Draft a client agreement outline

2. Set deposits and milestones

3. Handle late payment

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

Your client agreement needs

Deposits for planning services are typically

Answers are on the lesson page after you take the quiz.

One line to remember