



DECORATIONS

EVENTS

POLICIES

- All consultation appointments are **FREE**.
- Once the consultation appointment is complete you will be offered to set up your first meeting for your event.
- 25% of your event total is **REQUIRED** as a nonrefundable deposit at your events first meeting. If you do not have your deposit, please reschedule the first meeting for a later date.
- All events require at least a 5-6 week planning schedule so the planner can meet with clients periodically to discuss decorative progress of the event and financial progress.
- The final payment for your event is due 7 business days before your event.
- On the day of your event the decoration crew will arrive approximately 4 hours prior to the event taking place or time scheduled between event planner and client.
- The client is to arrive at least 1 hour before the event to have a final discussion with the planner for final alterations and critiques of the event.
- The decoration crew will also break down at the end of your event.
- If you have an early morning event the decoration crew will need access to your event venue the evening before. If the decoration crew is required to come early the morning of your event, before 6 am, there will be an additional charge of \$150.
- If you decide to provide your own supplies the price for your event will remain the same.
- For events with a rushed schedule (2-3 weeks) there will be an additional fee of \$200.
- All appointments will be held in a public setting chosen by the client.
- Please allow 24 hours for a response for any questions you may have.
- When meeting with a planner **NO CHILDREN** or **EXTRA GUEST** unless they are contributing to the event.

- If the location of the event is further than two hours away there will be a traveler's fee.
- Any damages done to any linen or equipment provided by JDE , there will be an additional charge. Clients will have 15 days after receiving notice to pay damage fees. If payment is received within 15 days there will be an additional \$10 added each day after the late payment due date .
- A link will be sent through Honey Book for all payments. Clients are able to set up a payment schedule. If the client exceeds 2 days of scheduled payment date an additional \$50 late fee will be added automatically until payment is received.
- Clients will receive a copy of all documents and proof of completed services 3-5 business days after the event has been held.