Project Management Agreement

Date: [Date]

Between:

[Client Name]
[Client Address]
[City, State, Zip Code]

And:

[Service Provider Name]
[Service Provider Address]
[City, State, Zip Code]

1. Scope of Services

The Service Provider agrees to provide event planning services as outlined below:

- Event Concept Development
- Budget Management
- Vendor Coordination
- On-Site Event Management

2. Payment Terms

The total fee for services rendered will be [Total Fee]. A deposit of [Deposit Amount] is due upon signing this agreement, with the remaining balance due [Balance Due Date].

3. Responsibilities

Both parties agree to the following responsibilities:

- Client: Provide necessary information and access to venues.
- Service Provider: Deliver services as per the agreement and maintain communication.

4. Confidentiality

Both parties agree to keep the terms of this agreement and any proprietary information confidential.

5. Termination

This agreement may be terminated by either party with [number] days written notice.

6. Governing Law

This agreement shall be governed by the laws of [State].

Signatures

_____

[Client Name] (Client)

_____

[Service Provider Name] (Service Provider)