

Event Production Agreement

Date: [Insert Date]

Producer: [Insert Producer Name]

Client: [Insert Client Name]

1. Event Details

Event Name: [Insert Event Name]

Date of Event: [Insert Event Date]

Location: [Insert Event Location]

2. Scope of Services

The Producer agrees to provide the following services:

- [Service 1]
- [Service 2]
- [Service 3]

3. Payment Terms

Total Production Fee: [Insert Amount]

Deposit: [Insert Amount] due by [Insert Deposit Due Date]

Final Payment: [Insert Amount] due by [Insert Final Payment Due Date]

4. Cancellation Policy

If the Client cancels the event, the following terms shall apply:

[Insert Cancellation Terms]

5. Agreement Signatures

By signing below, both parties agree to the terms outlined in this agreement.

Producer Signature: _____ **Date:** _____

Client Signature: _____ **Date:** _____