

**#2 - SAMPLE CONTRACT LETTER and FILL-IN-THE-BLANK PLANNER:**

I personally find that a contract letter and the 'fill-in-the -blank' planner works best, esp. for weddings. The planner can also be tailored to other events. It insures you receive the needed information - one for the legalese (stated in this letter) and the other for the particular event (see wedding/music planner PDF).

**Client Name**

Client address - # street and city

Client phone number and email address

Dear (name of client),

Date\_\_\_\_\_

This is to confirm my services as harpist at your wedding ceremony on Saturday, Nov 22nd, 2014 from 4:00pm to 5:30pm at the Westin St. Francis Hotel--32nd Fl. Alexandra's Room in San Francisco,

The actual wedding ceremony will begin at 4:30PM.

My fee is \$450. A non-refundable deposit of \$225 is required to secure this time & date.

The balance of \$225 is to be paid 2 weeks in advance by Nov. 8th, 2014.

I plan to arrive about 30 mins before the start time to setup and discuss any late minute details.

\*\*Should you wish to add a violin or flute, the additional fee is \$250. Please include that fee along with the balance due on Nov 8th, 2014 = \$475

Make checks payable to: YOUR NAME.

It is highly unlikely, but in the event that I am unable to perform, it will be my responsibility to find you a suitable substitute. The deposit will be forwarded to them and the above agreement will apply.

Please fill out the attached wedding planner PDF form regarding the ceremony and music. Return one copy of this contract-signed and dated along with your deposit.

Feel free to call if you have any questions or concerns.

Sincerely,

*(Your Signature)*

Your information:

Name,

Contact info: phone and email

Website