



## **LETTER OF AGREEMENT**

### **Description of Services**

As a Destination Wedding and Honeymoon consultant my role includes:

Assist in choosing a destination which includes up to 3 locations that meet or exceed the expectations of the bridal couple and their wedding and honeymoon package inclusions.

Negotiation of the supplier group contract or group code to include discounts for all guest reservations where the number of required room nights meets or exceeds minimum requirements as determined by the resort policies.

Secure wedding date, general location within the resort, and provide legal destination marriage requirements. It is, however, the responsibility of the bridal couple to complete and submit all paperwork and provide applicable payments in a timely manner.

Arrange all travel plans for the bridal couple and their guests attending the destination wedding including round-trip air, hotel accommodations, transfer to and from airport/hotel, travel insurance, pre-planned destination tours, securing and confirming current passports and expedited airport customs services (where applicable).

Coordination of honeymoon plans for the bridal couple, helping with destination, resort and suite selection, determining a realistic budget, amenities, tours, transfers, transportation and expedited customs and airport services (where applicable), passport and visa requirements, any necessary travel immunizations (where applicable), currency and preparation for entering a country with different languages and dialects to help the bridal couple acclimate to the culture.

Furthermore, we will provide access to our Distinctive Destination Wedding website which allows the bridal couple to design their own [wedding website](#), build their [honeymoon registry](#) complete with a personalized [photo album](#) and [blog](#). For destination weddings, the bridal couple can check available dates for destination wedding locations and resorts using our [Wedding Day Calendar](#). We have partnered with [Honeymoon Wishes](#) the largest international bridal registry to help our bridal couples significantly increase your honeymoon budget by having your guests contribute towards your resort stay via resort credits, tours, suite upgrades, spa services, romantic candlelight dinners, airfare and more. Say goodbye to pots and pans!

Travel & Events Extraordinaire is a travel and event planning agency and not the actual wedding coordinator unless hired to function in that capacity. Our responsibilities are related strictly to the facilitation of travel, acquisition of accommodations and securing of an event venue for the bridal couple and any guests of the wedding event. We will facilitate the initial communication between the bridal couple and the wedding coordinator who will assist with ceremony details such as colors, cake flavors, etc at the appropriate time. We can, however, function in the capacity of the wedding coordinator in conjunction with the resort wedding coordinator with helping to design creative components of the ceremony.

Travel & Events Extraordinaire will make every reasonable effort to communicate with the bridal couple provided phone numbers, mailing addresses and electronic communication means are kept current. It is the responsibility of the bridal couple to inform Travel & Events Extraordinaire of any changes immediately.

**Fees & Payment Schedule**

In order to perform the professional services required to plan and arrange your destination wedding or exotic honeymoon vacation, a research and planning fee of \$150 is required. This non-refundable research fee is due at the time of agreement. In the unfortunate event that plans are cancelled or the itinerary is not fulfilled for any reason, we reiterate that the research and planning fee will be retained by Travel & Events Extraordinaire.

Travel planning involves time. Our research is based on years of personal experience and professional expertise. The preferred companies that we work with have been selected based on their ability to meet your specific event needs as designated by you. Your final itinerary will provide an event that should meet and/or exceed your expectations.

**Research & Planning Fee:** **TOTAL DUE: \$150.00**

[TEE Profile Registration & Payment Link](#)

The above link is the fastest and most secure way to remit payment of the fee and will be followed by a receipt for payment by Travel & Events Extraordinaire and services will begin upon receipt of the research fee. We accept Master Card/VISA/American Express/Discover.

I understand the Research and Planning fee is non-refundable for any reason. By signing below, I give authorization for Travel & Events Extraordinaire to charge my card \$150.00 for the research fee which will be retained by the company as presented in this agreement.

**Signature:**

**Bride:** \_\_\_\_\_ **Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Changes/Cancellations**

This service agreement only applies to destination wedding and honeymoon planning provided by Travel & Events Extraordinaire. This agreement does not represent resort, airlines and other wedding vendor services. Any resort, airline or vendor penalties incurred by the bridal couple as a result of cancellation are the sole responsibility of the bridal couple as presented in subsequent contracts.

Please note that all services provided by Travel & Events Extraordinaire will begin once a signed copy of this agreement is emailed back to us. We will notify you upon receipt of this agreement.

\_\_\_\_\_  
**Bride** **Date**

\_\_\_\_\_  
**Groom** **Date**

\_\_\_\_\_  
**Anne M. Smith, Owner** **Date**



Anne M. Smith, CTIE, CTE, DS, MCC  
Travel Agency Owner & Events Designer



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Registry: [Destination Wedding & Honeymoon Wishes](#)  
Virtuoso: [Luxury Travel Website](#)

Director - Baltimore Area, CCRA

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[Want to join CCRA? Please click here & include my name on your application.](#)

T.E.E. is an independent contractor of Odyssey Travel Inc., a NEST agency and World Travel Service, a Virtuoso agency.

We are members of the Destination Wedding & Honeymoon Specialist Association (DWHSA), Affluent Traveler, CLIA, CCRA, IATAN, and TRUE.

Anne M. Smith is a 2015 Jamaica Tourist Board Top 50 Travel Agent for the US, CA & UK award recipient and the 1<sup>st</sup> Place Top Aruba ACE Producer for 3<sup>rd</sup> Quarter 2016.

