

Fuller Street Productions | Production Kickoff Agreement

This Production Kickoff Agreement ("Agreement") is entered into between Fuller Street Productions ("the Company") and [Client Name] ("the Client") to formally kick off production discussions for the Client's upcoming event.

1. Purpose of Agreement

This Agreement serves as an initial commitment to begin event production planning. It is not the final production agreement. Following the Kickoff Meeting, a detailed Production Agreement outlining the full scope of deliverables, production timeline, and remaining balance due will be provided for review and approval.

2. Deposit & Payment Terms

- To initiate services, the Client agrees to submit a non-refundable deposit of \$5,000.00 USD, which will be credited toward the final event budget.*
- The deposit must clear before the Kickoff Meeting can occur. If the deposit is delayed or does not clear prior to the scheduled meeting, the meeting will be delayed or canceled.*

3. Kickoff Meeting Expectations

The Kickoff Meeting is where ideas come to life and production goals are set! Here's what you need to know:

- Meeting Timing: Once your deposit clears, we'll confirm a meeting time that works for everyone.*
- Attendance: It is your responsibility to attend the meeting. If you can't make it, please provide advance notice.*
- No Call/No Show: If you do not show up for the scheduled meeting without prior notice, this Agreement will be terminated and your deposit forfeited. You'll need to restart the process with a new deposit and agreement.*
- Flexibility: Life happens, and we understand that. If you run into scheduling conflicts or need extra support, let us know! Our goal is to create an amazing event experience for you while keeping things collaborative and transparent. We're on the same team! And clear communication keeps things smooth for everyone!*

4. Commitment to Services

By signing this Agreement, the Client confirms their intent to engage Fuller Street Productions for event production services, and Fuller Street Productions agrees to produce the event upon finalizing the detailed Production Agreement after the Kickoff Meeting.

This is not a contract. This is for example purposes only.

5. Next Steps

- Step 1: Submit your signed agreement and deposit.
- Step 2: Await confirmation that your deposit has cleared.
- Step 3: Let's meet! During the Kickoff Meeting, we'll outline ideas, expectations, and next steps.
- Step 4: Relax! Because we've got you covered! We're now on board to bring your vision to life and make your life easier! We're excited to partner with you and look forward to creating an unforgettable experience together. See you at the kickoff meeting!

Agreement Acknowledgment

By signing below, both parties agree to the terms outlined in this Production Kickoff Agreement.

Client Name: _____

Signature: _____

Date: _____

Fuller Street Productions

Representative Name: _____

Signature: _____

Date: _____

Payment Instructions:

Once we receive your signed agreement, you'll receive a secure payment link in your inbox to submit your \$5,000.00 deposit. (Please remember to check your junk or spam folder just in case!) This deposit secures our event management services and will be allocated toward your final balance. While the deposit is non-refundable, it ensures we can hit the ground running on your event.

Thank you for trusting Fuller Street with your event! We've got you covered and can't wait to create an unforgettable event together. See you at the kickoff meeting!

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