MJB Crystal Lite Guam

111 Borja St. Barrigada GU, 96921

671-686-9092

Client & Event Information

First & Last Name:		Event Date:	
Phone Number:		Event Time:	
Email:		Indoor/Outdoor:	
Mailing Address:		Event Location:	

Event Type

Valentine's Day	Corporate Event	Bridal Shower	Baby Shower
Mother's Day	Retirement Party	Welcome Home	Gender Reveal
New Year's	Christmas	Wedding	Engagement/Proposal
Graduation	Other	Anniversary	Birthday

THEME/COLORS:

ADDITIONAL NOTES

Thank you for taking an interest in MJB Crystal Lite Guam. To secure your desired date and services, please complete and return this document along with the required non-refundable deposit.

EVENT PACKAGES

Birthday Packages

Half Set - $500.00

- Background with two-side balloon garland
- 3 cylinders with matching theme or colors
- 15 coloring goodie bags

Full Set - $700.00

- Background with all-around balloons or 7x8 personalized banner
- 3 cylinders with matching theme or colors
- 6 ft table with matching theme cover
- 4x7 goodie bag wall
- 20 goodie boxes (chip, Rice Krispy, juice, Gushers fruit gummy, small Play-Doh, and Fruit by the Foot)

Grand Full Set - $1,000.00

- Background with all-around balloons or 7x8 personalized banner
- 3 cylinders with matching theme or colors
- 6 ft table with matching theme cover
- 4x7 goodie bag wall
- Ball pit/bouncy house
- 30 goodie boxes (chip, Rice Krispy, juice, Gushers fruit gummy, small Play-Doh, and Fruit by the Foot)

CUSTOM / SPECIFIC DESIGN REQUESTS

Specific designs requested by clients are available. Pricing varies depending on the design, size, materials, and details requested.

Design / Request: _____

Quoted Price: _____

Wedding Decorating Packages

Intimate Wedding Decor - $1,800.00

- Sweetheart Table Backdrop
- Sweetheart Table Styling
- Welcome Sign
- Simple Table Decor
- Basic Breakdown

Classic Wedding Decor - $2,800.00

- Sweetheart Table Backdrop
- Ceremony Arch / Backdrop
- Sweetheart Backdrop
- Sweetheart Table & Welcome Area
- Table Centerpieces up to 10 Tables
- Basic Breakdown

Elegant Wedding Decor - $4,300.00

- Full ceremony decor
- Aisle decor
- Reception/entrance backdrop
- Sweetheart backdrop
- Sweetheart table styling
- Cake/dessert table styling
- Table centerpieces up to 15 tables
- Welcome sign and guest sign-in table/book
- Decorative prop/pedestals
- Basic breakdown

Grand Wedding Decor - $6,800.00

- Full ceremony decor
- Aisle decor
- Reception entrance decor
- Large statement background
- Sweetheart table styling
- Table centerpieces up to 20 tables
- Welcome sign and guest sign-in table/book
- Basic breakdown

Selected Package / Price: _____

Additional Services: _____

Other Fees: _____

MJB Crystal Lite Guam PRODUCTION AGREEMENT

This Agreement is entered into as of _____, by and between MJB Crystal Lite Guam ("Producer") and _____ ("Client").

1) SCOPE OF SERVICES (FULL EVENT PRODUCTION)

MJB Crystal Lite Guam is engaged as a full-service event production company, overseeing the design, sourcing, coordination, and execution of event elements as outlined in the approved proposal. Client understands that services are production-based and results-oriented, rather than itemized resale of individual vendor services.

2) SERVICES & PRODUCTS NOTES

All services and products listed are based on the agreed design concept and guest count at the time of booking. Adjustments to quantities or design elements may be made as necessary to ensure overall cohesion and execution. Substitutions of materials, decor elements, or rentals of equal or greater value may occur based on availability. Any additions requested beyond the agreed scope may be accommodated when possible and will be subject to additional cost. Setup and styling include only items provided by MJB Crystal Lite Guam unless otherwise agreed in writing. MJB Crystal Lite Guam is not responsible for setup, handling, or breakdown of items provided by Client or third parties unless previously arranged. All decor items provided by MJB Crystal Lite Guam remain the property of MJB Crystal Lite Guam unless otherwise stated.

3) EVENT DETAILS

Date: _____

Venue: _____

Event Name: _____

Guest Count: _____

Start Time: _____

End Time: _____

Setup Date: _____

Setup Time: _____

Setup access must be coordinated and confirmed with the venue in advance to ensure timely execution of services.

4) TERMS AND CONDITIONS FOR ALL ORDERS AND BOOKING

1. Dates and price quotes are held from the date of the quote or consultation until 14 business days thereafter. If we do not receive the required deposit within 14 days, your date and quote may become unavailable.

2. If you cancel with at least 14 business days' notice before your event, you will not be required to pay the remaining balance of the order. If your order is canceled with less than 14 business days' notice, you are still responsible for paying the balance due. The deposit required to place your order is non-refundable.

3. CHANGES & FINALIZATION DEADLINE

• All design and production details should be finalized 30 days prior to the event.
• Adjustments after this time may be limited based on availability.
• Additions can be accommodated when possible and may incur additional cost.

4. MJB Crystal Lite Guam may document and share event imagery for portfolio and promotional purposes, unless otherwise requested in writing.

5. VENDOR-PROTECTED SERVICES & RECEIPTS Client acknowledges that MJB Crystal Lite Guam maintains established vendor relationships and sourcing structures as part of its service model. All products and services secured for the event are arranged under MJB Crystal Lite Guam. For this reason, vendor receipts, invoices, or third-party payment records are not included as part of this Agreement. Client's agreement is with MJB Crystal Lite Guam for the total contracted services and deliverables.

6. CREATIVE DIRECTION & DESIGN EXECUTION MJB Crystal Lite Guam will guide the overall design and production to ensure a cohesive and elevated result. Client preferences and inspiration will be incorporated; however, final design execution may be adjusted as needed to align with the overall concept, availability of materials, and production standards.

7. CLIENT RESPONSIBILITIES Client agrees to provide accurate event details and guest count; communicate any outside vendors in advance; and ensure venue access for setup and breakdown. MJB Crystal Lite Guam is responsible only for services outlined within this Agreement.

8. SETUP, BREAKDOWN & ACCESS Client agrees to coordinate with the venue to ensure appropriate access for setup and breakdown. Additional time or labor required due to venue limitations or delays may result in additional fees.

9. DAMAGE & RESPONSIBILITY Client is responsible for any damage, loss, or removal of items provided by MJB Crystal Lite Guam during the event. Any affected items may be charged at replacement value.

10. WEATHER & SAFETY (CONDITION OF READINESS) If Guam is placed under Condition of Readiness 2 (COR2) or a similar advisory affecting safety, services and setup will be rescheduled to a mutually agreed date. Safety of all parties will remain the priority. Payments will be applied toward the rescheduled date within 12 months, subject to availability.

11. SAFETY MJB Crystal Lite Guam reserves the ability to adjust or pause services if conditions present safety concerns for staff, vendors, or guests. When possible, services will resume or be rescheduled appropriately.

12. INDEPENDENT CONTRACTOR MJB Crystal Lite Guam operates as an independent service provider.

Design Approval

The Client acknowledges that the design mockup, inspiration photo, sketch, or proposal attached to this agreement represents the overall style and concept of the event decor being provided. The Client approves the design prior to production and setup.

Inspiration Photo Disclaimer

If the Client provides an inspiration photo, design, or setup created by another decorator, company, or designer, MJB Crystal Lite Guam will use it as inspiration only. We will make every effort to recreate a similar look and feel using the materials, products, equipment, and resources available in Guam.

The Client understands that exact duplication may not be possible due to:
• Material availability in Guam
• Product substitutions
• Color variations
• Size and venue limitations
• Inventory availability
• Shipping restrictions and delays
• Design variations

The final setup may vary slightly from inspiration photos, mockups, or reference images. MJB Crystal Lite Guam reserves the right to make reasonable substitutions of balloons, florals, props, backdrops, colors, and decor elements of equal or greater value while maintaining the overall theme and aesthetic of the approved design.

No Guarantee of Exact Replica

The Client understands and agrees that MJB Crystal Lite Guam does not guarantee an exact replica of any photo, Pinterest image, social media image, or another decorator's work. Our goal is to create a setup that closely resembles the approved design while utilizing available materials and professional judgment.

Client Initials: _____

Entire Agreement

All prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding the subject matter covered by this Agreement are superseded by this Agreement, which represents the Parties' sole and final understanding and agreement with respect to that subject matter. Only a written document signed by each Party to this Agreement may change, modify, or add to this Agreement.

Amendments

The Parties agree that any amendments made to this Agreement must be in writing and signed by both Parties. Any properly signed amendments will be applied to this Agreement.

The Parties hereby agree to the terms and conditions set forth in this Agreement, as demonstrated by their signatures below:

_____ _____

Client(s) and/or Representative Date

_____ _____

Event Planner Date

Client Name: _____

Set up Time and Date: _____

Event Time and End Time: _____

Design Mockup

Attach or insert approved design mockup below.