

## Day of Coordinator Contract

### Section 1: Client Information

Client Name(s): \_\_\_\_\_ and \_\_\_\_\_

Client Phone Numbers: \_\_\_\_\_ and \_\_\_\_\_

Client Email(s): \_\_\_\_\_ and \_\_\_\_\_

### Section 2: Event Information

Date of Wedding: \_\_\_\_\_ Ceremony & Reception on site: Y \_\_\_ N \_\_\_

Client and Vendor Access Start Time: \_\_\_\_\_ Clean Up Complete by: \_\_\_\_\_

Length of Coordinator Services: \_\_\_\_\_ Hours Start Time: \_\_\_\_\_ Strike Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Package Selected: Let's Be Basic" – Rehearsal, Décor Set-up, Ceremony

### Section 3: Services

1. Contact with your coordinator will start 1 Week out from your wedding date: \_\_\_\_\_
  - In this meeting we will confirm arrival times, make a detailed list of what décor need to be set up, and make your rehearsal processional sheet for us to organize your bridal party.
2. We will set a rehearsal time in which we will orchestrate your bridal party alongside of your officiant.
3. Day of your wedding, we will help arrange the seating of your parents, grandparents, and guests. And Cue your music while we coordinate your ceremony order.
  - We will confirm the placement of rings, marriage license.
4. Décor Set up will start at your coordinator's set arrival time, and will conclude before your guests are invited into reception unless otherwise noted.
5. You will be responsible for cleaning up your décor and personal items at the end of the night and transporting them out of your venue along with handling the necessary clean up requirements.
  - To request that your coordinator returns for cleanup of décor, personal items, and gifts a \$100.00 fee will be added to your contract.
6. Your Deposit is refundable up to 6 months prior to your wedding date.
  - You will forfeit your deposit after: \_\_\_\_\_

### Section 4: Payments

Deposit: \$150.00 Due Date: \_\_\_\_\_

Final Payment: \$200.00 Due Date: \_\_\_\_\_

Additional Payment: \_\_\_\_\_ Due Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_