



Day of Coordinator Contract

SECTION 1: CLIENT INFORMATION

CLIENT NAME(S): _____ & _____

CLIENT PHONE NUMBER(S): _____ & _____

CLIENT EMAIL(S): _____ & _____

SECTION 2: EVENT INFORMATION

DATE OF WEDDING: _____ CEREMONY & RECEPTION ON SITE: Y _____ N _____

CEREMONY LOCATION: _____ START TIME: _____

RECEPTION LOCATION: _____ START TIME: _____

CLIENT AND VENDOR ACCESS START TIME: _____ CLEAN UP COMPLETE BY: _____

LENGTH OF COORDINATOR SERVICES: _____ HOURS START TIME: _____ STRIKE TIME: _____

REHEARSAL DATE: _____ TIME: _____

SECTION 3: SERVICES

1. Contact with your coordinator will start 1 Month out from your wedding date _____. In this meeting we will confirm arrival times, make a detailed list of what décors need to be set up, and make your rehearsal processional sheet for us to organize the 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. We will cue your music while we coordinate your ceremony order.
 - We will confirm the placement of rings and marriage license.
4. Décor setup will start at the coordinator's arrival time and will conclude once your guests are invited into reception unless otherwise stated.
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 of \$500 is non-refundable, if wedding is postponed or cancelled a credit of \$500 will be placed on your account for 1 year of the cancellation date. If credit is not used within that year the credit will be forfeited.

SECTION 4: PAYMENTS

DEPOSIT: \$500 _____ DUE DATE: _____

FINAL PAYMENT: _____ DUE DATE: _____

ADDITIONAL PAYMENT: _____ DUE DATE: _____

CLIENT SIGNATURE: _____ DATE: _____

CLIENT SIGNATURE: _____ DATE: _____

COORDINATOR SIGNATURE: _____ DATE: _____