

LOGO
HERE

DAY OF COORDINATION CONTRACT

What is a Day of Coordinator? Unlike a wedding planner, a Day of Coordinator is for brides and grooms who want to do most of the planning themselves, but when their wedding day arrives, they want a professional there to make sure the day goes smoothly. Too often, brides rely on family and friends to help carry out plans on the day of their wedding. By asking a friend or family member to take on this stressful task, that person will not be able to enjoy the event as a guest.

SOME DUTIES INCLUDE:

- Creating a timeline/itinerary for the wedding day
- Ensures everyone is dressed on time & ready for pictures
- Unlimited hours of service on the wedding day & rehearsal
- Manage wedding vendors during the entire day & assist with any problems/questions they may have
- Manage wedding party
- Manage vendor & décor setup at ceremony & reception sites
- Organize & distribute all flowers to wedding party, family members & special guests
- Provide Bridal Emergency Kit - aspirin, energy bars, mints, sewing kit, etc.
- Facilitate the wedding ceremony
- Oversee ushers & guest book attendants
- Make sure the bridal party is looking picture perfect
- Properly line up processional & cue musicians
- Place table names, place cards, favors, toasting glass & serving set per your instructions
- Bustle bride's gown
- Coordinate entertainment and all announcements/events during reception
- Be prepared to handle any emergency situation that may arise

PAYMENT POLICY {Business Name} accepts cash, personal check and credit cards. All Deposits must be paid to save your date. Payment of %100 is due before the day of the wedding.

FORCE MAJEURE If {Business Name} cannot perform this agreement due to a fire, casualty, strike or other civil disturbances, Acts of God, including but not limited to, road closures, server traffic, fire, terrorism or other causes beyond the control of the parties, or due to the Coordinators illness, then {Business Name} shall return any moneys paid by the client, less expenses, but shall have no further liability with respect to the agreement.

INCLEMENT WEATHER In the event of severe weather, including but not limiting a blizzard, severe rainstorm or other unforeseeable events {Business Name} may make the decision that it's unsafe to drive home, and hotel will be billed to the client.

RETURNED CHECKS

Returned checks are subject to a \$50.00 returned check fee. Client assumes responsibility for any and all collection costs and legal fees incurred by {Business Name}. In the event of enforcement of this contract becomes necessary. All legal action shall take place in {county}.

EXPENSES Travel expenses such as parking, shipping or destination fees must be reimbursed to {Business Name} and will be added to the balance due after the event.

- In the event of a postponement or cancellation of the wedding agreement, the retainer or retainer paid is not refundable.
- Outside of Topeka a travel fee of 1.00/mile will apply.
- A Retainer is due with a signing and return of this contract. The balance will be paid before wedding day. NOTICE OF COPYRIGHT: It is illegal to copy or reproduce the timelines of {Business Name}.

PAYMENT AMOUNT

The following contract amount includes services for rehearsal and the day of the wedding.

REFUND POLICY

Should the wedding be cancelled or postponed, all money paid except the retainer will be refunded within 60 days of written notice. Should {Business Name} be unable to perform any of the specified tasks outlined above of this contract, 100% of the money paid to {Business Name} less of the retainer 10% of the fee will be refunded within 60 days of your wedding date.

DISPLAY RIGHTS

{Business Name} reserves the right to use photos from your event for promotion, display, advertisement, Internet etc.

ATTIRE

{Business Name} staff will dress in appropriate attire for your wedding be it a black tie affair or an outdoor BBQ.

Bride & Groom Name : _____ Wedding Date: _____

Total Amount: _____ Deposit Paid: _____ Date: _____

Extra Charges: _____ Millage: Miles: _____ \$ _____

Balance will be paid before the day of the wedding.

*The bride will be charged for items used out of emergency kit that {Business Name} doesn't get back.
Extension cord, ring pillow etc. An invoice will be sent to the bride the day after the wedding.*

The undersigned have read, understood & agreed to the {Business Name} policies and terms listed in this contract. The undersigned will have {Business Name} as their official wedding day-of coordinator for their wedding which will take place _____ (Wedding Date).

Client _____ Date: _____

Accepted by {Name}- Owner of {Business Name}