

# *Andi. The Wedding Professional Coordination Contract*



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## *What Does a Wedding Coordinator Do?*

A wedding coordinator is logistically focused, but on a shorter timeline than a planner. They usually begin helping you prepare a month before the wedding and function as the point person on the wedding day. They will confirm vendor contracts and create a day-of timeline, as well as make sure things like payments and guest counts are in order, but won't be involved in the earlier planning phases or keeping track of your budget. "Part of their job is to coordinate everything involved on the day of the event, from load-in and load-out to ensuring that everyone is on schedule.

Coordinators make sure everything you've done up until they take over is in good shape. Hiring a coordinator to take over the month before your wedding gives them time to tweak any details and follow up on loose ends. Everything is in order, nothing is forgotten, and you're free to enjoy your wedding day!

## *Services:*

- Day of Coordination

Having the extra person who can clearly communicate with all vendors, the wedding party, and the Bride and groom for the big day is a must. I help with all of the last minute things such as decorations, direction of vendors, going between the wedding party with questions while keeping to the timeline, and making sure that the whole day runs smoothly. This includes...

- One in person consultation
- Unlimited phone calls, e-mails, or texts.
- Direction of Ceremony
- Day of Timeline
- Communication with vendors ( Photographer, Caterer, DJ, Officiant, etc.)
- Payments for Vendors
- Addressing concerns of Wedding Party, Venue, and Guests.

- Rehearsal Coordination

I can attend the rehearsal and assist the wedding party in the details for the ceremony. Where to stand, how to process, song suggestions, and making sure that the venue is prepped and ready for the big day. This includes..

- One in person consultation
- Unlimited phone calls, e-mails, and texts.
- Direction of rehearsal

- Timeline for rehearsal
  - Working with the wedding party with any questions or concerns.
- Wedding Planning and Consulting

If you would like help from the beginning with planning your wedding, I am eager to help. It can be a bit overwhelming when first starting. I can help you stay on budget and time while providing suggestions to make your wedding and marriage a success. This includes...

  - Helping plan from the beginning.
  - Creating Timelines
  - Helping with Seating Chart
  - Suggesting Vendors
  - All of the above items from the day of and rehearsal.

*Expectations:*

When hiring me, you can expect professionalism, time management skills, communication skills, and people skills. Everyone wants to enjoy the day, including the guests and vendors. I am prompt, always early, and make sure that I check all lists multiple times so that no detail is forgotten. I am very straightforward with all topics and understand that large events need someone with a clear vision and calm mind to be successful. I want to help make your day seamless and beautiful.

*Rates:*

Day of Coordination with Dress rehearsal.....\$500

Day of Coordination only.....\$400

Wedding Consultant and Planner .....\$30 hr

\*Rate only for Monthly planning. Pick your timeframe of 15 months, 12 months, 9 months, 6 months, or 3 months.

*Payments:*

A non-refundable deposit of \$100 is required to hold your date. Half of total payment is due 30 days after booking. The remaining balance is due 90 days after booking. If the couple needs to surrender their date, they may apply their deposit towards a different date within that year, or release it for other clients. Dates may only be surrendered once. For contracts not broken, the deposit will go towards the grand total.

There will be a cancelation fee of \$100 applied to any contracts not upheld.

We accept Cash, Card, Check, or Square( 2.5% upcharge) . Please make payments out to Andrea Wynn - Chatfield.

*Travel:*

I have no problem traveling to venues. I do charge a mileage rate and if the location is over 2 hours away, then a hotel room is expected to be provided at the expense of the client. If the event requires other accommodations such as a plane or train ticket, it is understood that this is also the responsibility of the client.

Mileage:

Jackson County .....\$0.00

Outside of Jackson County .....\$0.50 per mile.

# *Andi The Wedding Professional*

## *Coordination Contract*

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### *Bride:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Facebook: \_\_\_\_\_

### *Groom:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Facebook: \_\_\_\_\_

### *Contact:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Facebook: \_\_\_\_\_

# Wedding Details

Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_

Location of Wedding: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Location of Rehearsal : \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dress Attire: \_\_\_\_\_ Venue Type: \_\_\_\_\_

## Services

Please Check the box

Day of Coordination with Rehearsal..... \$500

Day of Coordination with NO Rehearsal .....\$400

Monthly Service.....\$30hr

(Please Circle for Month: 15 12 9 6 3)

## Travel Arrangements

Is the venue outside of Jackson County? Yes No

If yes, how many miles? \_\_\_\_\_

\_\_\_\_\_miles X 2 = \_\_\_\_\_miles. How many trips to the venue? \_\_\_\_

Miles = \_\_\_\_\_ X \$0.50 = \$\_\_\_\_\_

Is a hotel being provided?                      Yes                      No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Room #: \_\_\_\_\_

Time of Check in: \_\_\_\_\_ Time of Check out: \_\_\_\_\_

Date of Check in : \_\_\_\_\_ Date of Check out: \_\_\_\_\_

Confirmation Number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

## *Fine Print*

- Client is responsible for clear and timely communication.
- A \$100 deposit is required to hold your date. Half of the total is due 30 days from booking with the other half due 90 days from booking. Couples who need to surrender their date may do so only once and the date has to be within the year. A \$100 cancelation fee will be applied to broken contracts. For contracts not broken, the deposit will go towards the grand total.
- The client is responsible for all monetary contracts and decisions. The coordinator will not be held responsible for financial obligations.
- The Client is responsible for all travel expenses including but not limited to milage, hotel rooms, airfare and train tickets.
- The Client is responsible for giving accurate information for vendors, wedding parties, venues, and expectations.
- The Client is expected to work with the coordinator to develop an event and timeline that meets their expectations.
- All payments to vendors will be in the form of checks if the Coordinator is expected to pay for the day of services.

I, \_\_\_\_\_, have read and understand the contract presented to me by Andi The Wedding Professional. I understand all of the policies, my obligations and financial expectations presented before me. I will not hold Andrea Wynn- Chatfield or staff of Andi The Wedding professional financially responsible for the vendors, venues, or supplies needed for my wedding or wedding rehearsal.

Bride Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Groom Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Andi. The Wedding Professional Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Deposit: \_\_\_\_\_

Date: \_\_\_\_\_

Half of total due 30 days from booking.

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Total due 90 days from booking.

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Travel Expense \$\_\_\_\_\_ plus package expense \$\_\_\_\_\_ comes out to \$\_\_\_\_\_ total.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_