



**THE CHESHIRE KAT**  
 design studio  


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 Katrina Hetrick  
<http://www.thecheshirekat.com>

**Home Office:**  
 2433 W. 230<sup>th</sup> St.  
 Torrance, CA 90501

**Cell:**  
 (310) 721-3899

## Wedding Day Coordinator Contract

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

Bride's Name	Groom's Name
Street Address	Street Address
City, State, Zip	City, State, Zip
Email Address	Email Address
Telephone	Telephone

~ Number of guests ~

- 0-50    
  50-100    
  150-200    
  200-250    
  250-300    
  300+

~ Vendor Information ~

Ceremony Location	Reception Location
Time	Time
Contact Info	Contact Info
Officiant	Photography
Contact Info	Contact Info
Ceremony Musicians	Florist
Contact Info	Contact Info
Bakery	Videography
Contact Info	Contact Info
Caterer	DJ or Band
Contact Info	Contact Info
Tuxedo Rental	Transportation
Contact Info	Contact Info
Other	Other
Contact Info	Contact Info

Vendors may be added to this contract up to 2 weeks prior to your wedding date.  
 The Cheshire Kat Design Studio requires copies of vendor contracts for all vendors listed above.

# Services Provided

## ~ Stationery Design and Printing ~

- ❖ Initial design consultation to determine the overall look and color scheme
- ❖ Digital proofs provided for all design elements prior to printing
- ❖ Major design elements include two (2) initial designs and three (3) revisions once the design has been chosen.
- ❖ Secondary design elements are created after initial designs are chosen
- ❖ Flat-fee pricing is determined based on information provided in the initial consultation; significant increases or decreases in guest numbers, pieces needed, paper/embellishment choices, etc., may result in additional costs.

## ~ Preparation for your Wedding Day ~

- ❖ Initial consultation to explain the planning & coordination process
- ❖ Unlimited email communication from date of contract
- ❖ Unlimited phone communication during the month of your wedding
- ❖ Advice on how to personalize your wedding and how to stay within your budget
- ❖ Two weeks prior to the ceremony, all vendors listed on the contract will be contacted to verify details of their services
- ❖ Contact all vendors listed on the contract to finalize any payment due one week prior to the ceremony

## ~ Rehearsal ~

- ❖ Organize wedding rehearsal
- ❖ Develop & distribute Wedding Day Itinerary to be given to members of the wedding party at the rehearsal

## ~ Wedding Day ~

- ❖ Up to 12 hours of service on your wedding day
- ❖ Manage wedding vendors per your instructions – The Cheshire Kat Design Studio will be available in person and by telephone during the entire wedding day to assist vendors with any problems or questions
- ❖ Manage wedding party
- ❖ Manage vendor & décor setup at ceremony & reception sites
- ❖ Organize & distribute all personal flowers to wedding party, family members & special guests
- ❖ Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, etc.
- ❖ Facilitate the wedding ceremony
  - Check for any items necessary to properly conduct the ceremony
  - Oversee ushers & guest book attendants
  - Make sure that all members of the wedding party are looking picture perfect
  - Properly line up processional & cue musicians
- ❖ Set up and break down table numbers/names, place cards, favors, toasting glass & serving set per your instructions
- ❖ Coordinate entertainment and all announcements/events during reception
- ❖ Ensure payment of vendor tips & balances
- ❖ Return personal or rented items as agreed upon in advance to their owners

Please note any deletions by striking through the line. Please note any additions by writing them above.

**ENTIRE AGREEMENT:** This agreement contains the entire understanding between Katrina Hetrick (The Cheshire Kat Design Studio, or for the purposes of this contract, the "COORDINATOR") and \_\_\_\_\_ (the "CLIENT"). It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.

**RESERVATION and PAYMENT:** A signed contract and booking fee of \$150.00 is required to reserve your wedding date and time. The balance of the contract amount is due on the schedule as listed below:

Contract Amount: \$ _____	
Non-refundable Deposit \$150	Due Date _____
75% Payment _____	Due Date _____
Balance _____	Due Date _____

Upon receipt of the booking fee and signature of this agreement, the COORDINATOR will reserve the date agreed upon and will not make reservations with another CLIENT for the same date. For this reason, the booking fee paid is NON-REFUNDABLE, even if the date is changed or the wedding cancelled for any reason; including but not limited to, acts of God, fire, strike and/or extreme weather. Accepted forms of payment are cash, personal check (made out to Katrina Hetrick), and credit card payments through Paypal .

**HOUSE RULES:** The COORDINATOR is limited by the guidelines of the ceremony and/or reception site management. All rules as set out by each venue and vendor will be followed and respected.

**DIGITAL GRAPHICS, DESIGNS, and COPYRIGHTS:** The graphic design elements produced by COORDINATOR are protected by Copyright Law (all rights reserved). Designs may not be distributed or reproduced by THE CLIENT to any other individuals for their use.

**ASSISTANTS and ATTIRE:** Should your wedding require it, COORDINATOR will provide assistants in order to fulfill this contract. These assistants will abide by all terms of this contract. The decision to use assistants is at the sole discretion of COORDINATOR. The cost of said assistants is included in your contract amount. COORDINATOR and any associated staff will dress in appropriate attire for your wedding.

**MODEL RELEASE:** It is agreed that COORDINATOR may display and use any photographs taken for advertising in ways thought proper by COORDINATOR. For CLIENT privacy, last names may be obscured if requested.

**LIMIT OF LIABILITY:** In the unlikely event of severe medical, natural, or other emergencies, it may be necessary to retain an alternative coordinator. COORDINATOR will make every effort to secure a replacement coordinator able and/or willing to provide a similar package as chosen in this contract at the same/similar tariff. If such a situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the event package. The limit of liability shall not exceed the contract price stated herein.

**RIGHT OF WITHDRAWAL:** COORDINATOR's discovery of new information, changes to agreed circumstances without previous discussion, or other factors which tend to circumvent standard policies may result in withdrawal. Should COORDINATOR initiate the withdrawal, all fees will be returned, excluding booking fee as well as fair market value for all services/products already provided.

**SEVERABILITY:** If any provision of this agreement is held to be invalid or unenforceable under the law, the validity of this agreement as a whole shall not be affected, and the other provisions of the agreement shall remain in full force and effect.

The undersigned have read, understood & agreed to the policies and terms listed in this contract. The undersigned will have The Cheshire Kat Design Studio as their official day-of coordinator for their wedding, which will take place \_\_\_\_\_, 2010.

Client \_\_\_\_\_ Date \_\_\_\_\_

Client \_\_\_\_\_ Date \_\_\_\_\_