

# Sarah's Wedding Coordination

"Day-Of" Wedding Coordination Contract

[www.sarahsweddingcoordination.com](http://www.sarahsweddingcoordination.com)

786.567.8287



Client Names (Bride & Groom): \_\_\_\_\_

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

Client Telephone: \_\_\_\_\_ Cell \_\_\_ Home \_\_\_ Office

Email: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

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

Reception Location (if different from ceremony): \_\_\_\_\_

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

Ceremony Time: \_\_\_\_\_ Reception start time (Cocktail hour & reception): \_\_\_\_\_

## TERMS:

Coordination Package: \$ \_\_\_\_\_ Additional hours/meetings: \$ \_\_\_\_\_

Travel fees<sup>1</sup>: \$ \_\_\_\_\_ Assistant Coordinator: \$ \_\_\_\_\_

**Total Due: \$ \_\_\_\_\_ 50% Deposit due at signing<sup>2</sup>: \$ \_\_\_\_\_**

*Please make checks payable to "Sarah's Wedding Coordination."*

Included in the "Coordination Package:"

- Up to 3 pre-wedding consultations with the client to explain the planning and coordination process, review wedding details, and answer any questions (or two meetings and one site walk-through at the venue)
- Phone and online interaction on an ongoing basis between this contract date and the wedding
- Creation of wedding day schedule in cooperation with bride & groom to be distributed at rehearsal to all wedding participants
- 90 minutes of services on rehearsal day, & management of the rehearsal as needed
- Eight (8) hours of services on the wedding day<sup>3</sup>
- Access to planning templates and tips sheets for negotiating contracts with vendors upon request
- Contact of wedding vendors as specifically requested by client

*Additional meetings or additional hours on the rehearsal or wedding day are available at a rate of \$35/hour if booked in advance. Hours added on the day of the wedding itself will be charged at a rate of \$45/hour (accrued in half-hour increments)<sup>4</sup>.*

<sup>1</sup> Travel fees of \$25/hour are applicable for any meeting locations or venues requiring more than a 1-hour round-trip drive from the coordinator's home in Anaheim, CA.

<sup>2</sup> Deposit due at time of signing. Remainder due on the day of the wedding ceremony, before wedding commences.

<sup>3</sup> Services include any or all of the following: Management of vendors, wedding party, ushers, musicians and other wedding participants; management of the day's schedule; oversight of ceremony and reception décor as logistically possible; distribution of flowers to wedding party, coordination of entertainment and events at reception, provision of bridal "emergency kit" for last-minute fixes on wedding day, etc.

<sup>4</sup> Any additional hours accrued on the wedding day are payable within 14 days of the wedding date. The coordinator has full discretion regarding the addition of extra hours on the wedding day, and may decline for any reason.

This Agreement may not be modified orally. It can only be modified in writing if signed by both parties. Life is not perfect and weddings always carry surprises and unexpected circumstances. We will provide information, time and advice to you to the best of our ability. However, you agree to hold us harmless in the unlikely event that any aspect of your wedding/event fails to completely satisfy you. We are not responsible for the conduct and/or performance of any vendor or venue. The vendors and venues will prepare proposals and they will invoice you. It is the client's sole responsibility to hire, contract with and pay all vendors and/or venues in a timely manner. It is agreed that we are not acting as your legal advisor in negotiating and/or executing vendor and/or vendor contracts. Instead, we recommend that you seek qualified legal advice. You are responsible for paying any and all vendor charges and venue fees. In the event of your cancellation of this event/wedding, and/or your request and/or cancellation of our goods and/or services, the "deposit" of this Agreement and any travel fees already incurred will be retained by Sarah's Wedding Coordination; any payments made over the deposit & incurred travel fees will be refunded to the client. In the unlikely event of a dispute and/or legal action, our liability is strictly and completely limited to refund of moneys paid directly to Sarah's Wedding Coordination. Any court action will take place before a Judge not a jury. If you fail to pay as per the terms of this Agreement, your past-due account will be charged at a rate of one and one-half percent (1 ½%) per month, compounded. We reserve the right to cancel this Agreement at any time prior to the wedding/event date, and will make a full refund of your deposit. If this Agreement is enforced against you, you will pay all expenses incurred by us, including but not limited to: attorneys' fees, filing fees, court costs, interest, consequential damages, etc. This Agreement is governed by the laws of the State of California and the County of Orange.

Terms of this Agreement are accepted by:

\_\_\_\_\_ Today's Date: \_\_\_\_\_  
Client (Print name)

\_\_\_\_\_ \_\_\_\_\_  
Client Signature Wedding Role (Bride, Groom, etc)

Sarah E. Ailes \_\_\_\_\_ Today's Date: February 17, 2014  
Coordinator