**Wedding Consultant Contract Template**

Wedding Day Coordinator SERVICE AGREEMENT

This is an agreement by and between Coordinator Angela M. Claybrooks and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

couple/family member requesting service (client)

Atlanta’s Weddings (coordinator) agrees to create a ceremony for the above named couple/family (client) based upon the information provided by them as to their preferences and desires as indicated below and/or on the ceremony questionnaire/interview.

**Ceremony Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ceremony Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reception Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reception End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Reception Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor Set Up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Services**

The coordinator’s role includes:

* Unlimited consultations with you via telephone/email
* Face to face consultation with bride and groom
* Discussion of theme, color, style and complete wedding design

**As Wedding Day Coordinator my duties include:**

* Visit to both ceremony and reception sites prior to wedding
* Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
* Wedding Rehearsal Supervision
* On-site coordination and supervision at the ceremony site and during the reception
* An additional event manager, on site, the day of the wedding

Please note that the services listed above do not include running any wedding related errands such as picking up ordelivering attire, supplies or equipment, documents, etc.

As the client, you will rely on me to work as many hours as may be reasonably necessary to fulfill my obligationsunder this agreement.

**Conditions**

* This contract is for the role of coordinator. Bride/Groom will make the actual selections of service providers and Coordinator will implement those selections.
* Bride/Groom will make payments directly to the service providers/vendors and not to coordinator. Coordinator does not accept any commissions from recommended vendors and cannot guarantee any service provider’s performance or product. If litigation occurs, it occurs in the jurisdiction where my office is located and the winning party will be reimbursed for attorney and legal fees and court costs.
* It is bride/groom’s responsibility to provide coordinator with contact names, telephone numbers and any scheduled timetables for all service providers involved in the wedding ceremony/receptionno later than 14 days prior to the wedding or upon the signing of this letter.
  + It is also bride/groom’s responsibility to notify me of any changes in a timely manner. Coordinator shall not be held liable for any changes made by bride/groom and their selected service providers.
  + Coordinator will use their professional judgment when taking action in regard to changes, weather, tardiness, nonperformance, etc. based on the situation, time limitations and/or bride/groom’s wishes.
  + In the event a venue coordinator is on site Coordinator will work with bride/groom and the coordinator as needed.

**Fees & Payment Schedule**

Consultations and meetings in excess of those mentioned in this contract shall be charged at a rate of $\_\_\_\_\_\_\_\_\_\_\_\_\_ per meeting.

For my services you will pay me a total of $\_\_\_\_\_\_\_\_\_. Payment will be made as follows:

A non-refundable retainer in the amount of $\_\_\_\_\_\_\_\_ - upon signature of this letter of agreement

$\_\_\_\_\_\_\_\_ due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

$\_\_\_\_\_\_\_\_ due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) (ten days prior to your wedding date)

**Term/Termination**

This agreement will terminate automatically upon completion of the services required by this letter of agreement.

**Changes/Cancellations**

Any changes made to this letter of agreement must be made in writing and signed by all parties. You may cancelthis agreement, in writing, for any reason. If the wedding is canceled, refunds are limited to unearned fees, funds inexcess of unused or non-refundable fees and out-of-pocket expenses. If you cancel less than \_\_\_\_\_\_ days before thewedding – except for the death of a member of your immediate family – there will be no refund. **If the wedding is not canceled, there will be no refund.**

**Instructions**

The wedding coordinator takes instruction from the bride and groom only regardless of whom pays the coordinator fees or signs this contract. The only exception is if the venue demands a change that will put the bride and groom in breach of their contract with the venue or will incur an additional expense to the couple.

**Acts of God**

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your wedding; Coordinatorwill require payment only for the time actually spent planning your wedding.

I wish you all the happiness in the world and look forward to working with you to make your wedding the mostenjoyable and memorable day of your life.

Wedding Coordinator Package Selection

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gold**

• Wedding Day Preparation

• Wedding Rehearsal

• Wedding Ceremony

• Wedding Reception Wrap Up

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Silver**

• Wedding Rehearsal

• Wedding Ceremony

• Wedding Reception Wrap Up

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bronze**

• Wedding Rehearsal

• Wedding Ceremony

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Coordinator’s Signature

**By signing this contract we are stating that we have read reviewed and agreed this contract and the accompanying Atlantas Weddings Wedding Day Coordinator Fee Schedule and we have supplied any necessary documentation for any service charge discounts. Failure to provide documentation will void our eligibility for discounts.**

Accepted:

Bride’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Name Printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s Name Printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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