

[Today's Date] \_\_\_\_\_

[Bride's Name] \_\_\_\_\_

[Groom's Name] \_\_\_\_\_

[Address] \_\_\_\_\_

[Phone Number] \_\_\_\_\_

[Email Address] \_\_\_\_\_

## Coordinator Agreement

Dear [Bride and Groom]

This letter follows our meeting on [Month, Day, Year], during which we discussed your wedding and my professional role in helping you plan it.

It is my understanding that, you will retain me as a Professional Wedding Consultant and Wedding Day Coordinator for your wedding scheduled on [Wedding Date].

### Description of Services

As a consultant my role includes:

- [# of] consultations with you via telephone/email
- Assistance in budget determination and breakdown as needed
- Discussion of theme, color, style and complete wedding design
- Research of wedding professionals in each category that fit your event style and budget and to provide you with suggestions and guidance in making the final selections
- Attendance at [# of] vendor appointments of your choice
- Up to [# of] hours of professional in-person consultation time throughout the planning process

As Wedding Day Coordinator my duties include:

- Visit to both ceremony and reception sites prior to wedding
- Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party
- Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
- Wedding Rehearsal Supervision ([#of] hours maximum)
- On-site coordination and supervision at the ceremony site and during the reception for up to [# of] hours on the day of your wedding
- 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 or delivering 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 obligations under this agreement.

### Conditions

- I understand that my role will be that of advisor and coordinator. You will make the actual selections of service providers and I will implement those selections.
- I do 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.