

Soon To Be Wed

Wedding Coordinating and Planning

Coordination Contract

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____

of Guests: _____

Phone Number: _____

Email: _____

Location: _____

Time: _____

Ceremony

Reception

Ceremony & Reception

Services Selected

- Sapphire \$500
- Ruby \$995
- Emerald \$1095
- Diamond \$1295

Extra Services

- Arch & Aisle Decorating \$150
- Cake Cutting & Service \$100
- Champagne Pour Service \$100
- Set-Up & Attend Vendor Appts. \$500+
- 120-150 Guest Count \$200
- 150+ Guest Count \$400

Conditions

It is your responsibility to make the selections of vendors, Soon To Be Wed will implement your selections. It is your responsibility to provide contact names and phone numbers for all vendors in the wedding ceremony and reception, no later than 30 days prior to the wedding. It is your responsibility to notify Soon To Be Wed of any changes in a timely manor.

Cancellation Policy

Once you have made your deposit and booked your event, there will be no refunds of the deposit. Refunds are left up to the discretion of the coordinators under extreme circumstances.

Description of Services

As your coordinator, my role includes:

- _____ Meetings with you prior to your wedding day.
- Development of a wedding day timeline (ceremony and/or reception) and floor plan.
- Your Wedding Rehearsal (If ceremony package selected)
- Unlimited phone calls _____ days prior to your wedding 9:30 AM - 6PM.
- On-Site coordination and set up the day of your wedding.

Day of Wedding Coordinator Breakdown

Meetings

Meeting 1 (1 hour) - Contract and Decor Discussion

- We will go over and sign a contract.
- We will go through the Decor Store (if applicable) and begin discussing ideas.
- We will review your Pinterest and all of your ideas and plans for your wedding.
- We will discuss your wedding colors and theme.

Meeting 2 (1 hour) - Table Setup | Reception & Ceremony Layouts

- We will set up one table to look exactly how you would like it to be for your wedding so that we can take pictures. Client is responsible for bringing ALL items for the table setup including (linen, runners/overlays, napkins, centerpiece, candles, chargers, etc.).
- We will walk through the venue space and plan how many tables and chairs, where you would like tables and different things set up.

Meeting 3 (1 hour)- Timeline and Finishing Touches

- We will discuss all of the events and formal times of your wedding and plan what order you would like things to happen.
- The client will provide a full list of all vendors hired for the day of the event, their contact information, their planned setup time and their contracted time for the wedding.

Day of Coordination

Time Breakdown - 10 hours included

- 4 hours prior to start time for decorating, setup and checking in vendors.
- 5 hours of service for event. (Additional hours are \$100 per hour).
- 1 hour event for breakdown (Does NOT include cleanup or packing up personal items).

Setup and Decorating - More decorating services available at an additional price

- Placing guestbook, pen and setting up guestbook table.
- Placing card box and setting up gift table.
- Placing linens on all tables
- Placing all napkins. Standard fold is included. Placing napkin rings and upgraded folds available for an additional price.
- 1 overlay/runner placement included per table.
- Placing plate chargers.
- Placing favors - 1 per person or small favor display setup included. Favor display must be already put together and ready to be set out.
- Placing all centerpieces, table numbers and up to 3 tealights/votive on tables. (Additional decorating available for an additional price.
- Setup and decorating of sweetheart table.
- Placing cake stand, cake cutting utensils and cake topper on cake table.

Breakdown

- Placing all personal items in one area with client provided boxes/and storage for client designated guests to pack and take home at the conclusion of the event.

Coordination

- Running of timeline for the entire event to make sure we are sticking to the schedule.
- Checking in vendors and showing them where to setup.
- Act as a liaison between the client and the venue.

Fees and Payment Schedule

Total Payment Due: _____

Payments Will Be Made As Follows:

A non-refundable deposit of _____ made on _____.

The remaining \$_____ is due on _____ (10 Days before wedding or day of rehearsal)

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

I look forward to coordinating your big wedding day and am excited to work together in making your wedding dreams come true!

Coordinator's Signature: _____ Date: _____

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@soontobeweddings



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