

# Wedding Coordination Services Agreement


## 1. Wedding Coordination Selection

I, \_\_\_\_\_, (insert name), the Client, am getting married at The Farm on \_\_\_\_\_ (insert date).

Choose one of the following options:

- I have hired a full wedding planner from The Farm’s list of approved vendors. Because I have elected to engage a full wedding planner, I am not required to hire a Month-of-Coordinator. My wedding planner is \_\_\_\_\_ (insert name here). My planner will be present at the 30-day Meeting as well as during the wedding event (including setup and teardown) and will be the primary contact for The Farm staff to deal with any issues that arise during the Event.
- I will complete the planning, design and vendor selection processes for my wedding myself. To ensure my wedding day runs smoothly, I will hire a Farm Wedding Coordinator to assist with vendor logistics and direct my day-of activities to ensure they happen on schedule.

I would like to hire the Professional Wedding Coordinator indicated below. I understand that The Farm will try to honor this request but the final decision will be made based on the staff member’s scheduled commitments.

	Biography	Favorite Customer Quote
<input type="checkbox"/> <b>Kirin Battaglia</b> 	Kirin is a licensed Wedding Coordinator. While she has lived in North Carolina for many years, she is a Florida girl at heart. Kirin has worked over 200 weddings and has a real talent for building relationships. This extensive experience ensures that her events run smoothly. When she is not at The Farm, Kirin spends her time with her beautiful little girl.	<b>“Kirin brought my vision to life and took care of every little detail which made for a non-stressful wedding day and a perfect wedding reception.”</b> <i>The Knot, September 2016</i>

## 2. The Farm Wedding Coordinator Services

Pre-Wedding Services	Day Before Wedding Services	Wedding Day Services
<ul style="list-style-type: none"> <li>• Provide vendor recommendations</li> <li>• Coordinate with The Farm Kitchen for tasting, service costs and finalizing counts for catering expenses</li> <li>• Conduct 30-day meeting -- Up to a 2 ½ hour consultation one month before Event date               <ul style="list-style-type: none"> <li>• Create customized reception and ceremony floor plan/layout</li> <li>• Create detailed wedding day schedule. Schedule may include: processional/recessional, photographs, grand entrance/exit, first dance, dinner service, toasts/prayers, cake cutting, bouquet/garter toss and other specialty activities</li> </ul> </li> <li>• Finalize selection of décor from The Farm Inventory List.</li> <li>• Identify list of client’s personal items to be used during ceremony and reception (e.g. signage, guestbook, programs, escort cards, place cards, tables numbers, favors, menus, toasting flutes, cake knife/server set, card box, seating chart, pictures and other personal touches)</li> <li>• Confirm vendor arrangements 1-2 weeks prior to event date</li> <li>• Act as primary vendor liaison 30 days prior to Event date</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate/Direct up to one hour of Rehearsal if held on The Farm property or near-by</li> <li>• Distribute ceremony/reception timeline to bridal party and family members to ensure everyone is aware of their arrival times and responsibilities</li> <li>• If Rehearsal is held, obtain client’s personal items (that were identified at the 30-day meeting) for set-up the next day</li> <li>• If no Rehearsal is held, client must drop off personal items at the Event Barn 3 hours before the ceremony. If there is not an event at the Farm, the Coordinator may be able to accept the personal items the day before the event at The Farm office. Client will be notified of this at the 30-day meeting</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Assist/direct bride, groom, bridal party, family members and guests throughout the event</li> <li>• Provide up to 12 hours of coordination services on day of event</li> <li>• Direct ceremony/reception agenda to ensure activities remain on schedule (as defined at 30-day meeting)</li> <li>• Greet guests and assist with seating</li> </ul> <p><b>Set-up/Clean-up</b></p> <ul style="list-style-type: none"> <li>• Oversee set-up as defined on 30-day floor plan</li> <li>• Place client’s personal wedding items (as determined at 30-day meeting). <i>Note: Coordinator will not hang any items that require more than a 4-foot ladder.</i></li> <li>• Supervise vendors in delivery and set up</li> <li>• Distribute personal flowers to wedding party, family and guests</li> <li>• After reception, ensure client’s personal wedding items are removed from the event space and returned to clients/family members.</li> </ul>

*Client is responsible for all other aspects of the event not outlined above. Any additional services provided/ performed by the Wedding Coordinator will be billed to the client at a rate of \$40.00 per hour.*

## 3. Pricing for The Farm Wedding Coordinator Services

Select size of wedding and reception:



Up to 100 guests  
Coordinator Fee \$1,000



100 to 200 Guests  
Coordinator Fee - \$1,200



200+ Guests  
Coordinator Fee - \$1,400

#### 4. Payments and Submissions Schedule for The Farm Wedding Coordinator Service

- **6 Months (180 Days) Prior to Event Date:** Month-Of Coordinator Contract due along with 50% of the Coordination Services Fee (if applicable).
- **Thirty (30) Days Prior to Event Date:**
  - Balance of Coordination Services Fee. Fee is non-refundable at 30 days.
  - *Wedding Coordinator will hold 30-day meeting.* This meeting will be scheduled between 9:30 am and 5:00 pm and will last for about 2 ½ hours.

I CERTIFY THAT I AM LEGALLY ABLE TO ENTER INTO THIS CONTRACT AND I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT:

<p>_____</p> <p><i>Client Name (Printed)</i></p> <p>_____</p> <p><i>Client Signature</i></p> <p>_____</p> <p><i>Date</i></p>	<p><u>Bev Gottfried</u></p> <p><i>Representative of The Farm</i></p> <p>_____</p> <p><i>Signature</i></p> <p>_____</p> <p><i>Date</i></p>
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