



## 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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