



Wedding Coordination Services Agreement

Wedding Coordination Selection

	Option	Description	Farm Pricing
<input type="checkbox"/>	I plan to use The Farm’s Month-of-Coordination Service	<p>I understand that I am responsible for planning, design and vendor selection for my wedding. My Farm Month-of-Wedding Coordinator will engage with me about a month before the wedding to assist with my floor plan, set-up, wedding schedule and vendor logistics.</p> <p>I understand that The Farm will assign my Coordinator 3-months before our event date based on the Coordinator’s scheduled commitments. Should your assigned coordinator become unavailable, The Farm will ensure a smooth transition to a new Month-of-Wedding Coordinator with comparable experience.</p>	Pricing varies based on wedding size: Special and Premium Months <ul style="list-style-type: none"> • 0-75 guests - \$1000 • 76-150 guests - \$1200 • 151-200 guests - \$1400 Winter Months <ul style="list-style-type: none"> • 0-100 guests - \$1000 • 101-135 guests - \$1200
<input type="checkbox"/>	I have hired one of The Farm’s approved full planners	I have engaged a full planner from The Farm’s list. My planner will be present at the 30-Day Meeting and will provide the schedule, floor plan and décor set-up information. In addition, they will attend the wedding event (including setup and teardown) acting as the primary contact for The Farm implementation team.	\$500
<input type="checkbox"/>	I will use my own planner and The Farm’s Month-of-Coordination Services	I understand that full knowledge of The Farm’s operations is critical to the success of my wedding. I have hired a full planner to help with planning, design and vendor selection. My planner will attend the 30-day Meeting and will hand off implementation responsibilities to The Farm’s assigned Month-of-Coordinator.	Pricing varies based on wedding size: Special and Premium Months <ul style="list-style-type: none"> • 0-75 guests - \$1000 • 76-150 guests - \$1200 • 151-200 guests - \$1400 Winter Months <ul style="list-style-type: none"> • 0-100 guests - \$1000 • 101-135 guests - \$1200

The Farm's Month-of-Wedding Coordinator Services

Client Responsibilities	30-Day Wedding Services	Day-Before-Wedding Services
<p>Client is responsible for planning, design budget management, vendor research and selection.</p> <p>Clients commonly hire the following vendors:</p> <ul style="list-style-type: none"> • Entertainment • Florist • Officiant • Bakery/Dessert Specialties • Hair/Make-up • Rental Décor • Photographer/Videographer <p>Vendors must provide their own set-up/tear-down staff. Should Client elect to DIY these services, plans must be made for both set-up and tear-down labor. In order to allow guests to have an optimal wedding experience, The Farm encourages Clients to minimize reliance on family/. The Farm can provide labor at a reasonable hourly rate to support these set-up/tear down labor needs.</p>	<p>Your Coordinator will conduct a comprehensive planning meeting about 30 days before the wedding. Please note, this meeting can take up to 3 hours and will be very detailed to ensure we fully understand your vision and have sufficient time to work with you to define actionable plans.</p> <p>This meeting can be done in person or via teleconference for out-of-town clients.</p> <ul style="list-style-type: none"> • Identify key objectives of client to ensure wedding meets expectation. • Create Floor Plan/Layout. Plans will ensure good flow for Event and excellent service for your guests. • Create detailed Event Schedule. • Create Décor Layout <ul style="list-style-type: none"> ○ Identify use/placement of items from The Farm's extensive décor Inventory ○ Create list of client's personal decor to be used during ceremony and reception. 	<p>For client's planning on having ceremonies at The Farm, your Coordination will:</p> <ul style="list-style-type: none"> • Conduct an up to one-hour Rehearsal. Coordinator can travel to nearby locations for off-site rehearsal. • Distribute ceremony/reception timeline to bridal party and family members to ensure everyone is aware of their arrival times and responsibilities. <p>Obtain client's personal items (identified at the 30-day meeting) for set-up the next day</p> <ul style="list-style-type: none"> • Items can be given to Coordinator at the rehearsal or delivered to the Farm office.
Early Engagement Points		Day-of-Wedding Day Services
<p>The Farm has a comprehensive wedding planning process and will engage with you at the following points:</p> <p>Time of Booking - Provide access to helpful planning information: timelines, preferred vendor list, lodging ideas etc.</p> <p>Taste of The Farm - Clients will be given the opportunity to experience an event here at The Farm, sample food, see the work of preferred vendors etc.</p> <p>6 Month Check-In – Identify need for a tent, finalize lodging arrangements, collect deposits etc.</p> <p>90-Day Check-In – First contact with assigned Coordinator, schedule 30-day meeting, identify information needed for a successful/efficient meeting.</p>	<p>These items usually include signage, guestbook, programs, place cards, table numbers, favors, menus, cake-knife/server set, seating chart, family pictures and other personal touches.</p> <p>Personal items will be reasonable quantities (up to four 56-quart storage containers). Note: Labor charges will apply for additional décor or particularly intricate set-up requirements.</p> <ul style="list-style-type: none"> • Assume responsibility for vendor coordination. Client provides contact information and details of expected services/orders. 	<p>Coordinator will oversee the following:</p> <ul style="list-style-type: none"> • Direct vendors set-up/delivery/pick-up • Oversee The Farm's Event Team to ensure set-up meets agreed upon design requirements • Place client's personal wedding items (as determined at 30-day meeting). • Assist/direct bride, groom, bridal party, family members and guests throughout the event • Direct on-site ceremony/reception agenda to ensure activities remain on schedule (as defined at 30-day meeting) • Coordinate with Client's designated person for pick-up of all personal items.

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.
- *Note: 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.*

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>Bev Gottfried _____</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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