

Contract for Rev Tammy Lombardo Wedding Officiant/Planner

Contact number :228-281-3290

E-mail: [Tamklombardo@yahoo.com](mailto:Tamklombardo@yahoo.com)

1004 Magnolia st, Ocean Springs , Ms 39564

Full Name:

Age:

Full Name:

Age:

How long have you been together?

Are you already living together (it's not a judgment thing- just lets me know if you are starting new as a cohabiting couple- or legalizing an already established relationship)

Are you already married to each other?

Ceremony Location:

Ceremony Address:

Contact phone number for the ceremony day:

Ceremony Date:

Ceremony Time:

Rehearsal Date:

Rehearsal Time:

*Rehearsals are available at an additional fee. Please make arrangements with your officiant.*

Day of wedding contact information: **this person must answer the phone no matter what they are doing on the day of the event.** I will only try to call you twice in the event of an emergency.

Day of wedding Contact Name:

Day of wedding Contact Number:

Approximate number of guest:

Wedding Colors:

Do you have a photographer?

Do you Have a DJ/Band?

Ceremony Style (Dress Code):

Will the bride be given away? (given away is when parent(s) answer – who gives this woman to be married?)

How many Bridesmaid:

How many Groomsmen:

Flower girl:

Ring-Bearer:

Will the attendants enter the ceremony together or waiting at altar:

Will you be doing any of the special ceremonies during the ceremony:

Will you exchange rings:

Will you write your own vows or traditional vows (repeat after me)?

What type of ceremony would you like?

Will you have anyone singing during the ceremony (client must provide the soundtrack)?

Will anyone do a reading during the ceremony?

Processional song (if any):

Recessional music (if any):

Do you have children you would like to be a part of the ceremony?

Anything else you want me to know when preparing your ceremony?

**FINE PRINT:** Your non-refundable payment must be made and cleared in full before you are added to the calendar. Please remember to bring your marriage license. For most counties, this will be Two pages. A few counties have three separate sheets of paper the officiant must sign. Bring everything with you. A

fee of \$50.00 will be incurred if we must meet again to sign paperwork that has been forgotten. The client is expected to come to Ocean Springs, Mississippi to take care of this. The client is responsible for taking signed Marriage license back to court house within 5 business days of the Wedding Ceremony.

All fees paid are non-refundable. Ceremonies must start on time. You will be given a 15 -minute grace period for late arrivals. After this a fee of \$100.00 each 15- minute period following the grace period will be charged (no prorating). This must be paid in advance before starting the ceremony. I am sorry to have to implement this policy. However, so many weddings start late due to poor planning, that I must cover myself and ensure things start on time. This policy is strictly enforced! If I am late for another wedding, I must refund that fee. Obviously, under these circumstances, I should not be responsible for any such reimbursement.

In return, If the officiate is more than 15 minutes late due to poor planning, the client will be refunded \$100.00 per 15 minutes following the original grace period.

Exception: Acts of god and unexpected traffic delays such as major accidents which occur less than 1 hour before the wedding and that can be confirmed. With today's technology, construction and even most accidents that occur more than 1 hour before wedding can be seen on google maps or waze and therefore is not unexpected and should be planned for in advance.

If the wedding is cancelled, all fees are non-refundable and you will carry a credit on your account (less a \$50.00 cancelation fee) for a period of 6-months. This can be used toward any service offered by me. If the wedding is postponed, you may reschedule without penalty, Obviously, subjects to availability. Minimum 1 hour notice required for postponement to receive credit.

I have read and fully understand the fee schedule and appointment/cancellation policy.

\_\_\_\_\_ Date \_\_\_\_\_

signature

