

Wedding Day Coordinator Services

Before Wedding Day

- Unlimited phone and email communication from the date of contract
- 1-2 weeks before the wedding day, I will call all vendors to verify details of their services and any remaining balances

Rehearsal

- Attend wedding rehearsal and provide necessary assistance per your instructions
- Develop and distribute Wedding Day itinerary

Wedding Day

- Unlimited hours of service on your wedding day
- Provide emergency Bridal Kit
- Manage vendors per your instructions
- Manage vendor setup at the ceremony and reception sites
- Organize and distribute all personal flowers to wedding party, family members, and special guests
- Place table names, place cards, favors, etc. per your instructions
- Ensure payment of vendor tips and balances

Wedding Day Coordinator Package: \$800

Wedding Day Coordinator Contract

Wedding Date: _____

Bride's name: _____

Address: _____

Email: _____

Telephone 1: _____

Telephone 2: _____

Groom's name: _____

Address: _____

Email: _____

Telephone 1: _____

Telephone 2: _____

Anticipated number of guests: _____

Ceremony location: _____

Time: _____

Reception location: _____

Time: _____

Services Provided Before Wedding Day

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Conditions

- It is your responsibility to make the selections of vendors; we will implement your selections.
- It is your responsibility to provide us with contact names, telephone numbers, and scheduled timetables for all vendors involved in the wedding ceremony and reception no later than 14 days prior to the wedding.
- It is your responsibility to notify us of any changes in a timely manner
- Please complete the Vendor Information sheet as thoroughly as possible and return it with your contract and down payment. Additional vendor information can be filled in at a later date.
- It is your responsibility to provide us with copies of vendor contracts for all vendors listed on your Vendor Information sheet.

Payment Amount

The agreed-upon fee for the Wedding Day Coordinator service is \$_____. A \$_200.00_____ deposit is due at contract signing. The remaining balance of \$_____ is due upon arrival at Lombardo's Wedding Service for your event.

Cancellation Policy

Cancellation of these services less than 30 days prior to your wedding date will result in the loss of your \$_____ full___ deposit. Your deposit is fully refundable if cancellation occurs more than 30 days prior to your wedding date. We look forward to working with you to make your wedding a wonderful and unforgettable experience!

Bride's signature _____ Date _____

Groom's signature _____ Date _____

Event Coordinator's signature _____ Date _____

To validate the contract, please keep one copy for your records and return the other signed copy, along with the Vendor Information sheet and your \$100 deposit, to:

Tammy Lombardo

1004 Magnolia St

Ocean Springs, MS 39564

Wedding Day Coordinator Contract: Vendor Information

Wedding date: _____

Bride's name: _____

Groom's name: _____

Vendors may be added up to 14 days prior to your wedding date. We require copies of vendor contracts for all vendors listed below.

Please provide a phone number and/or email address for each vendor.

Officiant: _____

Bakery: _____

Contact info: _____

Contact info: _____

Musicians: _____

Caterer: _____

Contact info: _____

Contact info: _____

Photography: _____

DJ/Band: _____

Contact info: _____

Contact info: _____

Florist: _____

Transportation: _____

Contact info: _____

Contact info: _____

Videographer: _____

Additional vendor: _____

Contact info: _____

Contact info: _____

Additional vendor: _____

Additional vendor: _____

Contact info: _____

Contact info: _____