Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Bride Name: | Groom Name: |
| Address: | Address: |
| City, State, Zip: | City, State, Zip: |
| Email Address: | Email Address: |
| Phone #: | Phone#: |

Number of Guests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Ceremony Location: | Reception Location: |
| Time: | Time: |
| Contact Info: | Contact Info: |

|  |  |
| --- | --- |
| Officiant: | Photographer: |
| Contact Info: | Contact Info: |

|  |  |
| --- | --- |
| Ceremony Musicians: | Florist: |
| Contact Info: | Contact Info: |

|  |  |
| --- | --- |
| Bakery: | Videographer: |
| Contact Info: | Contact Info: |

|  |  |
| --- | --- |
| Caterer: | DJ or Band: |
| Contact Info: | Contact Info: |

|  |  |
| --- | --- |
| Tuxedo Rental: | Transportation: |
| Contact Info: | Contact Info: |

|  |  |
| --- | --- |
| Other: | Other: |
| Contact Info: | Contact Info: |

*Vendors may be added to this contract up to 2 weeks prior to your wedding date. Arrow Entertainment requires copies of vendor contracts for all vendors listed above.*

*Services Provided*

*~ Preparation for your Wedding Day ~*

*\*Initial consultation to explain the planning & coordination process*

*\*Unlimited email communication from date of contract*

*\*Unlimited phone communication during the month of your wedding*

*\*Advice on how to personalize your wedding and how to stay within your budget if needed*

*\*Two weeks prior to the ceremony, all vendors listed on the contract will be contacted to verify details*

*of their services*

*\*Advice and help with building Wedding Day timeline*

*~ Rehearsal ~*

*\*Organize wedding rehearsal (Max time of 1 hour) if available. If I am booked the day before your wedding (which is the usual rehearsal day) we can discuss in advance other rehearsal day options.*

*~ Wedding Day ~*

*\*Up to 10 hours of service on your wedding day (additional hours will be billed at a rate of $50 per hour)*

*\*Manage wedding vendors per your instructions – Arrow Entertainment will be available in*

*person and by telephone during the entire wedding day to assist vendors with any problems or*

*questions*

*\*Manage wedding party*

*\*Manage vendor & décor setup at ceremony & reception sites*

*\*Organize & distribute all personal flowers to wedding party, family members & special guests*

*\*Facilitate the wedding ceremony*

*\*Check for any items necessary to properly conduct the ceremony*

*\*Oversee ushers & guest book attendants*

*\*Make sure that all members of the wedding party are looking picture perfect*

*\*Properly line up processional & cue musicians*

*\*Set up and break down table numbers/names, place cards, favors, toasting glass & serving set per your instructions*

*\*Coordinate entertainment and all announcements/events during reception*

*\*Coordinate the return of personal or rented items as agreed upon in advance to their owners*

*Please note any deletions by striking though the line. Please note any additions by writing them above.*

*ENTIRE AGREEMENT: This agreement contains the entire understanding between Kristy Huskey*

*(Arrow Entertainment, or for the purposes of this contract, the “COORDINATOR”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “CLIENT”). It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.*

*RESERVATION and PAYMENT: A signed contract and booking fee of $200.00 is required to reserve your wedding date and time. The balance of the contract amount is due on the schedule as listed below:*

*Contract Amount: $495*

*Non-refundable Deposit $200*

*Balance $295*

*Due Date May 1st, 2022*

*Upon receipt of the booking fee and signature of this agreement, the COORDINATOR will reserve the date agreed upon and will not make reservations with another CLIENT for the same date. For this reason, the booking fee paid is NON-REFUNDABLE, even if the date is changed or the wedding cancelled for any reason; including but not limited to, acts of God, fire, strike and/or extreme weather. Accepted forms of payment are cash, Venmo, Zelle, personal check (made out to Kristy Huskey), and credit card payments through PayPal.*

*HOUSE RULES: The COORDINATOR is limited by the guidelines of the ceremony and/or reception site management. All rules as set out by each venue and vendor will be followed and respected.*

*ASSISTANTS and ATTIRE: Should your wedding require it, COORDINATOR will provide assistants in order to fulfill this contract. These assistants will abide by all terms of this contract. The decision to use assistants is at the sole discretion of COORDINATOR. The cost of said assistants is included in your contract amount. COORDINATOR and any associated staff will dress in appropriate attire for your wedding.*

*MODEL RELEASE: It is agreed that COORDINATOR may display and use any photographs taken for advertising in ways thought proper by COORDINATOR. For CLIENT privacy, last names may be obscured if requested.*

*LIMIT OF LIABILITY: In the unlikely event of severe medical, natural, or other emergencies, it may be necessary to retain an alternative coordinator. COORDINATOR will make every effort to secure a replacement coordinator able and/or willing to provide a similar package as chosen in this contract at the same/similar tariff. If such a situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the event package. The limit of liability shall not exceed the contract price stated herein.*

*RIGHT OF WITHDRAWAL: COORDINATOR's discovery of new information, changes to agreed circumstances without previous discussion, or other factors which tend to circumvent standard policies may result in withdrawal. Should COORDINATOR initiate the withdrawal, all fees will be returned, excluding booking fee as well as fair market value for all services/products already provided.*

*SEVERABILITY: If any provision of this agreement is held to be invalid or unenforceable under the law, the validity of this agreement as a whole shall not be affected, and the other provisions of the agreement shall remain in full force and effect.*

*The undersigned have read, understood & agreed to the policies and terms listed in this contract. The undersigned will have Arrow Entertainment as their official day-of coordinator for their wedding, which will take place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_.*

*Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrow Entertainment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_*