

Coastal Events

coordinators

DAY OF COORDINATION CONTRACT

TODAYS DATE: _____

Bride's Name: _____ Email: _____

Home Phone: _____ Alternate Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Groom's Name: _____ Phone: _____

Information:

Date of Event: _____ Time of Event: _____

Location of Ceremony: _____ Location of Reception: _____

Number of guests expected: _____

Accommodations Specifics: _____

Rehearsal Dinner Specifics: _____

Equipment Rentals Specifics: _____

Ceremony Site Specifics: _____

Ceremony Music Specifics: _____

Officiant Specifics: _____

Flowers Specifics: _____

Photographer Specifics: _____

Reception Site Specifics: _____

Reception Music Specifics: _____

Caterer Specifics: _____

Cake Specifics: _____

Transportation Specifics: _____

Bridesmaid Luncheon Specifics: _____

I, _____, agree to pay Coastal Events Coordinators for services included in the Day of Coordination contract. I understand that Coastal Events Coordinators charges a **\$1000.00** flat fee for day of wedding coordinating and that there is a **\$500.00 (\$250.00 non-refundable)** deposit required. The balance of \$500.00 is due on or before your wedding day.

Client Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____