

Coastal Events

coordinators

Bride's Name: _____

Email: _____

Home Phone: _____ Alternate Phone: _____

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

Groom's Name: _____ Phone: _____

Type of Event: _____ Date of Event: _____

Number of guests expected: _____ Maximum Budget: _____

This is a general list to help me determine your needs. Once a date is established, the specific needs will go into more detail. If you have special requests please inform me as soon as possible. Please feel free to write all over this contract front and back. Check the services that you will need:

- ___ 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 coordinating and booking the services outlined above. I understand that Coastal Events Coordinators charges a \$2500.00 flat fee for coordinating and booking my vendors for this event, and attending and overseeing rehearsal, ceremony, and reception. There is a \$500.00 deposit (\$250.00 non-refundable) due with this contract.

Signed: _____ **Date:** _____