

Wedding Planner/Coordinator Contract

This is an agreement between **MAUREEN A. BAWANG & JULIET V. AVENA** referred to as “**The wedding planners**” and _____ referred to as “**The Clients**”, and will be effective as of _____.

The wedding planner will provide a service based on the extensive background in all expects of wedding planning and provide access to a full range of related product and service contacts.

The wedding planner requires that all vendors are selected from our preferred list of wedding service providers. These wedding service providers have demonstrated superb professionalism in building successful business relations with the wedding planner and its clients.

The Client has indicated that the couple will be getting married on the _____ and requested the services of the wedding planners.

The Client and the wedding planner agree to the following:

1. Services Provided

Wedding Planning & Coordination Service Package

Assist in the planning and preparation of all wedding details from start to finish.

Pre-Event

1. Unlimited Consultation from the signing of Contract of Agreement by email, text messages or phone calls.
2. Refer and accompany client to meetings with various pre-screened professional Vendors: Wedding Gowns; Caterer; Florist; Favors; Bridal Car; and other bridal needs to the last detail.
3. Assist in negotiations and reviewing contracts with Vendors
4. Assist and advise in determining and planning the Budget, and help manage to stay within the budget
5. Assist in reviewing wordings, and addressing of invitations, and sourcing of calligrapher
6. Assist in composing Reception Activities as preferred by the Client.
7. Assist in dialoguing with venue manager and caterer for floor layout plans, seating and place cards arrangements, floral arrangements, cake table set-up, gift tables, musicians, stage, microphone, Audio-visual set-up.
8. Assist/advise in selection of music for the ceremony, reception and dinner
9. Meet and confirm with the CLIENT and all the Vendors on the details of the arrangement, schedule of the day, and reception program, and polish details.
10. Provide client with the duties of the Entourage during the ceremony and reception
11. Assist in conceptualizing Wedding Reception Program, and meet with Emcee for finalization.

12. Check the final copy of the various Programs as agreed upon.
13. Go over the various checklists and requirements to ensure that these are all on hand and ready for the wedding day.
14. Request for the final list of the Guest List to ensure that it is in proper format for the convenience of guests.
15. Prepare the Wedding Day Schedule
16. ALL SERVICES AS SPECIFIED BELOW FOR **THE WEDDING DAY**

THE WEDDING DAY

AT THE BRIDES'S PREPARATION VENUE:

1. Check on the Bride 2 hours before the time of ceremony, and coordinate on last minute details. A staff is assigned to assist the bride: preparation, bridal car assistance, bridal entrance, pictorial, and reception needs.
2. Assist in laying out of wedding gown, and all bridal items and accessories for pictorials.
3. Check the number of flowers delivered for the principal sponsors and entourage.
4. Assist in dressing up the Bride with her Bridal Gown.
5. Collect the Missalettes/Programmes, veil, cord, matches, Unity Candle (if applicable), flowers, and all paraphernalia needed for the wedding ceremony and bring to church/ceremony venue.

AT THE CEREMONY:

1. Check Ceremony venue set-up:
 1. seating arrangements of entourage/sponsors/parents;
 2. bridal couple's pews and chairs
 3. seating arrangements of musician (if applicable)
 4. set-up of the two big candles and/or the Unity Candle Set (if applicable)
 5. carpet placement (if applicable)
2. Check the flower arrangement with the florist.
3. Check arrival of the following, as applicable:
 - a) Mobile and Sound systems
 - b) Host/Emcee (Reception)
4. Check the arrival of Officiating Minister.
5. Assist in distributing corsages, bouquets and boutonnieres to the entourage
6. Assist in distributing Missalettes or wedding programs
7. Instruct Attendants on seating plan of Sponsors: Principal, Secondary, other Bridal Entourage

8. Check veil, cord, matches, candles, offertory items, ring and arras pillows; and distribute them (if applicable)
9. Set-up Processional line-up
10. Collect candles, veil, cord, arras and arras pillows and a copy of marriage license (if provided) after the ceremony
11. Check on the venue for any item endorsed to the COORDINATOR or her staff that may be left behind.

Reception:

1. Line up Bridal Party for the entrance and announcements (if specified in the program).
 2. Set up gift table and reception table, and/or Guest Book Table.
 - b. Confer with the Captain Waiter (in-charge)
 - c. Check AVP equipment, (if there will be audio-visual presentation)
 - d. Confer with photographers and videographer
 - e. Assist the assigned person responsible for the gifts in numbering and noting down each gift received
 - f. Make sure that appointed persons to guard the gifts at the gift table are in their position.
 - g. Cue the Host in various parts of the Program.
 - h. Assist the Emcee/Host in the following
 - Cue Best Man, Fathers of the couple, etc. for the Toasting
 - Cue Bride and Groom for cake cutting
 - Cue Bride for bouquet throw
 - Cue Bride and Groom for the garter throw
 - Cue and assist Attendants for distribution of gifts to Sponsors and Entourage, souvenirs and give-aways
 - i. Cue the various persons-in-charge on what to do during various parts of the program.
 - j. Assist Attendants in obtaining guests' signatures in the Guest Book
 - k. Maintain timing of each event for smooth flow of the program in coordination with emcee/host
 - l. Assist in scheduling the meals of the different suppliers present at the reception.

End of Reception

1. Turnover the couple's payments to the suppliers
2. Assist in packing up of all gifts and personal items endorsed to the COORDINATOR which were used during the ceremony and reception, and

endorsing them to the CLIENT or the authorized person with a "TURNOVER CHECKLIST"

3. Handling of leftover food, distribution of Wedding Cake, and other items as requested by the Client.

2. Rates and fees for services

- 2.1 The Client agrees to pay a total fee of _____ Php.
- 2.2 The Client agrees to pay an initial non-refundable deposit _____. This payment is due and payable at the time when the contract is signed.
- 2.3 The final payment is due on _____.
- 2.4 Payments can be made via cash delivery or wire transfer.

3. Cancellation policy

In an event of a cancellation 50% of the total payment will be refunded.

4. Entire Agreement

This agreement contains the entire agreement of the parties. This agreement supersedes any prior written or oral agreements between The Client and the wedding planner.

5. Waiver of contractual right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Maureen A. Bawang
Wedding Planner/Coordinator
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Name of Couple
Clients