

## **Same Day Wedding Coordinator Contract**

***This agreement, made between Diane Wadlington (known in this contract as) “the Coordinator” and the client (known in this contract as) “the Client” is for the purpose of retaining Diane Wadlington to perform Same Day Wedding Coordinating on the Client’s behalf.***

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1. Coordinator agrees to provide Same Day Wedding Coordinator services to Client on the date, time and location of service listed within this agreement. 2. The Client agrees to supply detailed directions to location prior to set date. Information may be provided via email or sent in written form via the postal services. 3. Fees for services are as follows:

- Same Day Wedding Coordinator Service \$800
- Same Day Wedding Coordinator Service if Officiant Service is used also \$600 plus \$400 Officiant
- Same Day Wedding Coordinator Service Non-Refundable Deposit \$400

4. Failure to pay the selected service upfront deposit amount and balance 2 weeks prior to wedding, when due, will release the Coordinator from providing any services to the Client under this Agreement. 5. Coordinator agrees to be available to the Client to provide support and guidance during the preparation and planning stages, (if not in person, then by email or phone/text) until the conclusion of the wedding is reached. In the same way, the Client agrees to be available to the Coordinator for whatever purpose deemed necessary for the completion of said services. 6. The Client agrees to have information requested by the Coordinator in a reasonable time to perform said services. 7. Coordinator agrees to perform the service in a professional and respectful manner, in accordance with the service agreed upon by the Client. 8. The Client agrees to pay the IRS issued standard mileage rate of 57.5 cents per mile to venue over 25 miles one-way. 9. This contract will guarantee the Coordinator’s availability for the Client’s service date and time; thus, preventing the Coordinator from booking another service at the same date and time. If for any reason, a decision is made not to use the services of the Coordinator after retainment, the Client must inform the Coordinator in writing, within 2 (two) weeks in order to release the Client from this contract. If the Client fails to provide such notice, the Client agrees to be responsible for full payment of the Coordinator’s balance due, of the select service. 10. If, for any reason, the wedding is canceled before the contract date, the Client agrees to be responsible for the Coordinator’s balance due as agreed upon from the select service herein. 11. This contract, once signed, is considered by all parties within to be legal and binding in accordance with the conditions set forth herein, and all shall abide by the agreed upon terms.

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Client’s Signature  
Date

Date

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Coordinators Signature