

AE Noles Events
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Day of Coordination

Includes:

- Rehearsal Coordination
- Instruct and oversee all duties of participants
- Supervision of setup at ceremony site and reception venue
- Supervise all vendors & professionals (Photographers, florist, caterers, etc.)
- Up to 10 hours of service, including rehearsal (additional service hours may be added)
- Walk through of ceremony & reception site before wedding day

Questionnaire

	Bride	Groom
Full Name:		
Name Preferred:		
Cell Number:		
Email Address:		
Mailing Address:		

Bridal Party:

Are you having a Maid/Matron of Honor? Y/N

How many Bridesmaids (including Maid of Honor)? _____

First Names & Email Addresses:

Are you having a Best Man? Y/N

How many Groomsmen (including Best Man)? _____

First Names & Email Addresses:

Are you having a Flower Girl(s)? Y/N

First Name(s) & Age(s):

Are you having a Ring Bearer(s)? Y/N

First Name(s) & Age(s):

Estimated Number of guests:

Ceremony: _____

Reception: _____

On your wedding day things can get very hectic – please designate someone close to you that I can refer to should I have any questions. Be sure to inform them that you’ll need their “help” on the wedding day.

Name & Phone number:

Are there any special family situations that we should be aware of? (Divorced parents, etc.)

The Ceremony – please tell me a little bit about your wedding ceremony

Ceremony Location Name & Address:

What time will the ceremony start? _____

How long will the ceremony last? _____

Where will the bride be getting ready? When will she be there?

How will the bride get to the ceremony?

Where will the groom be getting ready? When will he be there?

How will the bride and groom be leaving the ceremony?

Will you be taking pictures after the ceremony? If so, where?

The Wedding Reception – please tell me a little bit about the plans for your reception

Reception Location Name & Address:

Will you have a cocktail hour before the reception?

When will the reception start?

And end?

One of my main jobs is coordinating between all of your vendors. It is important that we all work together to make your special day a success!

Please give me all of the following info on each vendor:

(Name, Address, Website, Day of Contact Person & Cell Number)

Venue:

Cake Artist:

Florist:

Caterer:

Band or DJ:

Hairstylist:

Makeup Artist:

Photographer:

Videographer:

Officiant:

Extra & Add-Ons

- Additional hour of service - \$50
- Coordination of stamping, addressing, and mailing of save-the-dates – ask for pricing
- Bridal Shower planning and coordination - \$300-\$600
- Delivery of Welcome Baskets for out-of-town guests to Hotels - \$100

Travel Fee (<i>if outside Emanuel/Bulloch Co.</i>)	\$
New Total	\$
Non-Refundable Retainer	\$
Remaining Balance	\$

The agreement is between Elizabeth Noles and _____ . (known here on out as the “client”)

The contract details are given below.

1. The planner is responsible for providing the services listed in the package above (plus any additional services added).
2. As per this agreement, the client will pay the planner a sum total of \$ _____ . (retainer)
3. On this day \$ _____ of the retainer will be paid by the client to hold the event date and the remaining balance of \$ _____ of retainer will be paid 14 days prior to date of service. Services will not be rendered until full payment has been received. (Upon short notice, total balance will be due at least 1 hour prior to the rehearsal dinner start time.)
Please note: Any payments made toward the retainer will be non-refundable.
4. It is the client’s responsibility to get all needed vendor contact information to the planner in a timely fashion.
5. Services begin when Elizabeth Noles arrives until the time purchased ends.
6. If Elizabeth Noles is unable to perform to the guidelines of this contract due to a fire or other casualty, act of God, act of terrorism, or other cause beyond the control of the parties, or due to a grave illness of Elizabeth Noles, then all fees paid by the client will be returned in full, but Elizabeth Noles shall have no further liability with respect to this agreement. If Elizabeth Noles is unable to perform to the obligations in this contract for reasons outside the sole control of Elizabeth Noles, she will not be liable for costs in excess of the amount the client has paid.
7. On signing of this agreement by both parties, Elizabeth Noles will reserve the time agreed upon and will not, make another reservation for the specific time frame. For this reason, all deposits are non-refundable even if the date is changed or if the wedding becomes cancelled for any reason.

Client Signature _____

Date _____

Planner Signature _____

Date _____