



Coordinator Services

Full-Service Wedding Coordination

Ensure a flawlessly executed, stress-free wedding day with our comprehensive coordination services, offering a single point of contact for all your wedding needs, allowing you to relax and savor every moment while we handle all the details. Full-service includes:

1. Initial Consultation:
 - Discuss your vision, preferences, and budget.
 - Outline a customized planning timeline.
 - Estimated Hours: 2 hours
2. Vendor Coordination:
 - Provide recommendations for reputable vendors (caterer, florist, photographer, talent, etc.).
 - Assist with contract negotiations and review.
 - Book and full service scheduling of vendors based on budget provided.
 - Estimated Hours: 42 hours
3. Design and Styling:
 - Develop a cohesive design concept reflecting your vision.
 - Provide a moodboard with esthetic.
 - Offer advice on décor, color schemes, and layout.
 - Estimated Hours: 48 hours
4. Budget Management:
 - Help establish and manage your wedding budget.
 - Track expenses and ensure financial goals are met.
 - Estimated Hours: 42 hours
5. Timeline Creation:
 - Develop a detailed wedding day timeline.
 - Coordinate schedules for the wedding party and vendors.
 - Estimated Hours: 24 hours
6. Rehearsal Coordination:
 - Manage the rehearsal to ensure everyone understands their roles.
 - Provide a rundown of the wedding day schedule.
 - Estimated Hours: 16 hours
7. Day-of Coordination:
 - Supervise venue setup and décor.
 - Coordinate with all vendors to ensure smooth operation.
 - Manage the wedding day schedule, ensuring events run on time.
 - Address and resolve any issues that arise.
 - Assist the wedding party and guests as needed.
 - Estimated Hours: 12-14 hours on the day of the event
8. Post-Wedding Tasks:
 - Oversee the breakdown and cleanup of the venue.
 - Coordinate final payments to vendors.
 - Ensure all rentals and borrowed items are returned.
 - Estimated Hours: 8 hours
9. Monthly Meetings
 - Dedicated 1hr call to touch base on production.
 - Unlimited text messaging.

Total Fee and Payment Terms

- Total Fee: \$5,555
- Payment Schedule:
 - \$2,777.50 deposit due upon signing of the contract.
 - \$2,777.50 due three months before the wedding date.

To accept this proposal and secure Wedding Coordination Services for your wedding, please sign below and return a copy with the initial deposit.

_____ date

_____ signature



530-510-2090



www.olympicvalleystables.com



Coordinator Services

Basic Wedding Coordination

Ensure a seamlessly organized wedding day with our simple coordination package, providing essential planning and on-site management to give you extra support so you can enjoy your special day without stress.

1. Initial Consultation:

- Discuss your vision, preferences, and budget.
- Outline a customized planning timeline.
- Estimated Hours: 2 hours

2. Vendor Coordination:

- Provide recommendations for reputable vendors (venue, caterer, florist, photographer, etc.).
- Client handles booking and negotiating.
- Estimated Hours: 8 hours

3. Timeline Creation:

- Develop a detailed wedding day timeline.
- Coordinate schedules for the wedding party and vendors.
- Estimated Hours: 24 hours

4. Rehearsal Coordination:

- Manage the rehearsal to ensure everyone understands their roles.
- Provide a rundown of the wedding day schedule.
- Estimated Hours: 10 hours

5. Day-of Coordination:

- Supervise venue setup and décor.
- Coordinate with all vendors to ensure smooth operation.
- Manage the wedding day schedule, ensuring events run on time.
- Address and resolve any issues that arise.
- Assist the wedding party and guests as needed.
- Estimated Hours: 24 hours

6. Post-Wedding Tasks:

- Oversee the breakdown and cleanup of the venue.
- Coordinate final payments to vendors.
- Ensure all rentals and borrowed items are returned.
- Estimated Hours: 4 hours

7. Monthly Meetings

- Dedicated 1hr call to touch base on production.
- Unlimited text messaging.
- Estimated Hours: 1 hour per month

Fee and Payment Terms

- Total Fee: \$2,500
- Payment Schedule:
 - \$2,000 deposit due upon signing of the contract.
 - \$500 due three months before the wedding date.

To accept this proposal and secure Wedding Coordination Services for your wedding, please sign below and return a copy with the initial deposit.

_____ date

_____ signature



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Terms and Condition

Scope of Services:

Our wedding coordination services include the tasks listed above. Any additional services requested beyond this scope may incur extra charges and will be discussed and agreed upon in advance.

Vendor Coordination Disclaimer:

While we will provide vendor recommendations and assist with negotiations, the final responsibility for contracting and payments lies with the client. We are not liable for any vendor-related issues.

Availability Disclaimer:

We are available for a set number of meetings and calls as outlined in this agreement. Additional meetings or extended availability may be subject to extra charges.

Cancellation Policy:

Any cancellations must be made in writing. Deposits are non-refundable. Refunds for other payments will be considered based on the proximity of the cancellation date to the wedding date and the work already completed.

Force Majeure Clause:

We are not responsible for any interruptions in service due to unforeseen events such as natural disasters, guest cancellations, government restrictions, or other circumstances beyond our control.

Liability Disclaimer:

We will take every reasonable precaution to ensure your wedding day runs smoothly. However, we are not liable for any accidents, injuries, or losses that occur during the event.



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