

Cassandra Cass Coordinating - Day of Coordinating Contract

Mt. Hood Organic Farms 2015

I, (Clients) _____ and _____,
wish to hire Cassandra Cass to provide coordinating services for the purpose
of, day of wedding coordinating, on:
(Wedding day) Month _____, Day _____, 2015.

Agreement of package to be determined by client and Cassandra before signing
contract. By initialing the appropriate package below, I agree that I have carefully
read the package specifications and agree to the scope of duties.

_____ **Day of Package** _____ **Add Face to Face Meeting + \$50**

_____ **Day of Plus Package** _____ **Add Unlimited Email + \$50**

Day of Package: payment to total the amount of **\$1250.00** is to be made
upon completion of the wedding day services. A non- refundable **deposit of**
\$600.00 is to be made at the time of signing this contract in order to validate the
terms and is due no later than **April 01, 2015**

\$600.00 Deposit due upon signing + \$650.00 Remaining due on or before the
wedding day

Day of Plus Package: payment to total the amount of **\$1450.00** is to be
made upon completion of the wedding day services. A non- refundable **deposit of**
\$600.00 is to be made at the time of signing this contract in order to validate the
terms and is due no later than **April 01, 2015**

\$600.00 Deposit due upon signing + \$850.00 Remaining due on or before the
wedding day

*If you wish to have an additional face to face meeting, it is billed at \$50/ 1.5 hours

*If your guest count surpasses 200, an additional \$100. fee will be added to the
total.

*As your planning gets finalized it may be necessary to renegotiate this contract.

**If additional Rehearsal or Wedding Day set up hours are required it is
billed at \$100/ hour.** If an additional assistant is required it is billed at \$25/ hour.

Meeting Schedule + Terms of Contract:

- Initial Meeting: **Day of Package**: Phone meeting - **Day of Plus**: Face to Face meeting. This meeting is held Jan.01- Mar. 15, 2015.

No meetings will be held in November + December 2014

-May Site Visit: Group visit at the Farm to tour the grounds and discuss set-up and flow of your wedding day. Wine + beer tasting and appetizers by Cultivate Catering in the Apple House. Date: May 16, 2015

-Final Details Meeting- Face to Face meeting 2-3 weeks before your wedding day, we will meet to finalize all décor details and timeline.

-Friday Before: Rehearsal of the ceremony:
Saturday weddings Rehearsal @ 3 + Sunday weddings Rehearsal @ 1
Check-in rentals, facilitate décor + wine drop off.

*** 1 hour is allotted for the rehearsal. If the time goes over 1.25 hours, there is a \$50 charge.**

-Day of Wedding: Staff member on site 1pm-11pm. Coordinate all set-up, arrange décor at welcome table, set dining tables, and direct vendors. Facilitate the timeline to keep the event flowing. Coordinate all the clean up and pack up remaining décor items.

-Email: **Day of Package**: 80 minutes of email time. Each email counts as a minimum of 10 minutes and can go up from there for long, elaborate emails. Additional \$50 for Unlimited Emailing. **Day of Plus**: Unlimited Emailing

I, _____, (Client), agree to the terms and conditions of this contract.

Signed _____ Date _____

I, Cassandra Cass, coordinator, agree to the terms and conditions of this contract.

Signed  _____ Date 04/15/2015 _____

By sending a signed contract and deposit, I, Cassandra Cass, agree to the services above. I work exclusively with the clients of Mt Hood Organic Farms. Please let me know if you would like a returned signed copy.

Signed contracts and the deposit check can be mailed to:

Cassandra Cass
PO Box 543
White Salmon, WA 98672