

## Cassandra Cass Coordinating - Day of Coordinating Contract

Mt. Hood Organic Farms 2024

I, (Clients)\_\_\_\_\_and\_\_\_\_\_, wish to hire Cassandra Cass Coordinating to provide coordinating services for the purpose of, day of wedding coordinating, on:

(Wedding day) Month\_\_\_\_\_, Day\_\_\_\_\_, 2024.

### Day of Package: \$2500 Meeting Schedule and Terms:

**Initial meeting:** Phone, Skype or FaceTime Meeting in the Winter: Jan.01 - Feb. 01, 2023- 1 hour

**Final Details Meeting:** Phone, Skype or FaceTime Meeting 2-3 weeks prior to your wedding date- 1 hour

**Friday Before:** Day Of Lead Coordinator to run the Rehearsal of Ceremony and Decor drop off- 1 hour

Saturday Wedding Rehearsals are Friday at 3pm

Sunday Wedding Rehearsals are Friday at 1:30pm.

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

**Wedding Day:** 1 Lead Coordinator on site all day to coordinate all set-up, arrange décor at welcome table, set dining tables, direct vendors, as well as facilitate the timeline to keep the event flowing. Coordinate all the clean up and pack up remaining décor items.

**Email:** Unlimited emails.

**Additional Skype or Phone Meeting:** \$50 for 1.5 hours

**Day of Package:** payment to total the amount of \$2500.00 is to be made the Friday before the wedding date. A non-refundable **deposit of \$1250.00** is to be made at the time of signing this contract in order to validate the terms and is due no later than **March 01, 2024**. A **late fee of \$50 will be imposed if the deposit is not received by March 01, 2023**.

\$1250.00 Non Refundable Deposit due upon signing

\$1250.00 Remaining due on Friday at Rehearsal before the Wedding Day

**Added Assistant:** is required for weddings of more than 120 guests and are needed for weddings where there are more than 4 or 5 vendors i.e ceremony musicians and a Dj for the receptions, cake and gelato cart, videographer, photo booth and photographer, etc... It is important for us to have enough time to set up and direct all the vendors to the appropriate areas. The more people involved, the more organizing time it takes. This is especially true with vendors who have not been to the farm before and need more direction.

Weddings that involve any DIY or more set up and direction: friends bringing desserts or bite size desserts to be put on display, iPod for reception dancing, DIY flowers we will be setting up, photo displays, arranging elaborate seating chart or escort card at the tables, flowers from the ceremony area

that need to be moved to the dining area...Any and all of these items take up extra time outside of the normal set up time and require additional help. With the **Basic Day Of Coordinating** package, we only have enough time to set up the main dining room and the welcome area. If you are anticipating other areas of decor an assistant is required: + **\$200/ day**

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 \$2500**

----- **Add Assistant + \$200**

\*If you plan to use an IPOD for music that we are responsible to manage, there is a \$200 management fee

\*If your guest count surpasses 175, an additional \$200. fee will be added.

\*A \$50 cleaning fee is incurred for petal clean up if used at the ceremony.

All vendor clean up needs to be completed by 11pm the night of the wedding.

\*We **can not** move any furniture that you rent- please insure you pay for the rental company to set up upon delivery. Furniture rentals and logistics need to be cleared through me prior to ordering.

\***ALL final details must be finalized by the Wednesday before your wedding day.** An administrative fee will be incurred for changes at that point. Office hours billed at \$50/ hour. Table layouts, walking order and all décor details need to be finalized in order to process the paperwork for the wedding day. Small changes can be made at rehearsal during that gathering time.

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

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

Signed\_\_\_\_\_ Date\_\_\_\_\_

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

Signed \_\_\_Cassandra Cass\_\_\_\_\_ Date\_\_\_01/05/2024\_\_\_

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 or scanned/Venmo'd:

Cassandra Cass PO Box 543 White Salmon, WA 98672

Vemno: @Cassandra-Cass-1 Email:casscassandra@yahoo.com