



195 Mount Olivet Drive ~ Winston Salem, NC 27107
Telephone: 336-705-3239

June 15, 2018

Re: Brittini Hollingsworth and Wilton Houston Wedding
741 Willis Gap Road, Ararat, VA

Dear Brittini and Wilton,

Thank you for choosing **A Beautiful Day by Christina** as your **Day-of Coordinator** for your very special day! This letter follows my recent phone conversation and emails with you during which we discussed your wedding and our professional role in coordination services.

Description of Services:

- Day-of Coordination of Ceremony and Reception on Saturday, August 18, 2018.
- Attendance and Coordination of Rehearsal on Friday, August 17, 2018 at time TBD.

As your Day-of Coordinator our duties include:

Pre-Wedding

- Confirm all vendor contract details such as delivery and set-up times, pick-up and deliveries, etc.
- Meet/Speak with Catering Manager to discuss wedding day itinerary.
- Development of a Wedding Timeline
- Follow-up phone calls to all contracted vendors 1-2 weeks prior to the wedding day.
- Attendance/Coordination of the Wedding Rehearsal (1 hour)
- Provide a detailed wedding day schedule and itinerary to the bridal party at the rehearsal
- Provide advice for wedding day etiquette and protocol.
- Collect all personal items for the ceremony and reception from the bride and family at the Rehearsal.

Day-of Wedding

- On site coordination at the ceremony and reception venue on the day of the wedding (8 hrs.)
- Transport of personal items from ceremony site to reception
- Supervise Vendor Setup of Décor & Rental Items at Ceremony & Reception Locations
- Set-up of Personal Ceremony Items on Wedding Day (Programs, Unity Candle, Etc.)*
- Set-up of Personal Reception Items on Wedding Day (Seating Cards, Favors, Etc.)*
- Manage Timing & Execution of Reception Events (Entrance, First Dance, Etc.)
- Coordination with DJ or Band on all announcements of such as first dance, dances with family members, toasts, cake cutting, bouquet/garter toss, etc.
- Coordination with DJ or Band to cue Wedding Party For the Grand Entrance/Exit
- Distribute Final Payments to Vendors on Wedding Day (if requested)

*Set-up and breakdown of furniture, i.e. tables and chairs, etc. is not included in our services but is available as an A La Carte Service.

Rehearsal

- Distribute wedding timelines to best man and maid-of honor.
- Advise wedding party as to where and when they need to meet the following day, and at what time

Pre-Ceremony

- Facilitate on-time arrival of all key vendors. I.e. hair and make-up, florist, DJ. Etc.
- Make sure all bridal party flowers arrive on time
- Coordinate with photographer on Pre-ceremony photographs
- Maintain The Bridal Emergency Kit (just in case)
Kit Includes such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need.

Ceremony

- Set up programs and other ceremony items i.e. guest book, unity candles, etc.
- Handle any emergencies that may arise
- Assemble the bridal party for their entrances down the aisle

Prior to Reception

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Arrange escort cards, if applicable
- Make sure reception flowers/décor is set up according to flower order
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

Reception

- Ensure proper flow of cocktail hour
- Look over dining tables and make sure they are set up properly
- Coordinate with DJ/band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances, etc.
- Cue the bridal party when they are about to be announced for toasts
- Distribute final payments/gratuities to vendors at the end of the evening (if requested)
- Set up favor table towards the end of the evening
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
- Coordinate reception departure transportation

Fee & Payment Schedule:

For our services you will pay A Beautiful Day by Christina a total of \$1,195.00. (\$995 + \$200 travel fee)

Payment will be made as follows:

A non-refundable retainer in the amount of \$500.00 is due upon signature of this letter of Agreement. The balance of \$695.00 is due on or before August 4, 2018, two weeks before your wedding.

We will tentatively hold your date on our calendar until July 1, 2018.

Please note that the services listed above do not include running any wedding related errands such as pickup/delivery of wedding attire, supplies, equipment, documents, etc. As client, you will rely on us to work as many hours as may be reasonably necessary to fulfill our obligations under this agreement. Additional hours will be billed at \$50/hr.

Conditions:

1. We understand that our role will be that of advisor and coordinator. You will choose the actual service providers and we will implement those selections. We do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product. If litigation occurs, it occurs in the jurisdiction where my office is located and the winning party will be reimbursed for attorney and legal fees and court costs.
2. Unless otherwise agreed to, it is the responsibility and requirement of Client to schedule an onsite meeting with **A Beautiful Day by Christina** and venue coordinator no later than **60 Days** prior to wedding date. All paperwork including Wedding Worksheet, Vendor Contact Sheet and Timetables, and Rehearsal Worksheet are required to be furnished to us at this time. Failure to provide us with a site visit and paperwork will constitute a breach of this contract and **A Beautiful Day by Christina** may, at their discretion cancel this Contract without a return of any deposits received.
3. Client agrees to cheerful cooperation for the best possible result of this service agreement.
4. It is the responsibility of Client to notify us of any changes in a timely manner. We shall not be held liable for any changes made by you or your selected service providers.
5. In the case of illness or family emergency, Christina will provide a fully qualified and experienced co-planner in her place if, for any reason if she is unable to personally perform her duties as your day-of coordinator.
6. A Hot Meal comparable to what guests are eating will be provided at the expense of the Client for lead consultant and assistant(s) on the day of the wedding.
7. Client agrees to allow **A Beautiful Day by Christina** to use client's "First" Names, likeness, and any additional wedding elements on the consultant's Gallery Page and Blog.
8. **A Beautiful Day by Christina** will provide client with estimated prices for any additional services beyond the scope of this service agreement. Specific duties discussed and any additional services/expenses will be listed on a separate service agreement addendum and/or separate invoice.
9. We will use our professional judgment when taking action in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations, and/or your wishes.
10. **A Beautiful Day by Christina** maintains a One Million Dollar business liability insurance to protect Client from claims by the property owner for accidental damage we may cause. A Certificate of Insurance (COA) is available upon request. Specific requirements by the venue to list the venue as additional insured on **A Beautiful Day by Christina's** insurance policy must be requested at least 30 days prior to the event. This contract incorporates the entire understanding of both parties. Any Modifications to this contract must be in writing and signed by both parties. Any adjustments to this contract cannot reduce the total overall dollar value. This contract shall be governed by the laws of the state in which **A Beautiful Day by Christina** conducts business.

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Term/Termination:

A Beautiful Day by Christina retains the right to terminate this Contract should Couple not provide all necessary paperwork and meetings in a timely manner in accordance with this Contract. A Certified Letter will be sent should cancellation of services be necessary.

This agreement will terminate automatically upon completion of the services required by this Letter of Agreement.

Changes/Cancellations:

Any changes made to this Letter of Agreement must be in writing and signed by all parties. Client may cancel this agreement, in writing for any reason. If the wedding is cancelled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses. If you cancel less than 30 days before the wedding – except for the death of a member of your immediate family – there will be no refund. If the wedding is not canceled there will be no refund.

Acts of God:

If an act of God, such as fire, flood, earthquake or other natural calamity shall cause you to cancel your wedding; we will require payment only for the time actually spent planning your wedding.

If you are in agreement with the above stated terms and conditions, please sign, date and return it to me along with your deposit/payment to the address noted at the top of this with the Agreement.

Sincerely,

A Beautiful Day by Christina

By: Christina Mathews (Signed electronically to avoid delay)
Christina Mathews

Accepted:

Brittini Hollingsworth (Bride)

Date_____

Wilton Houston (Groom)

Date_____