



**CAMP PINNACLE**  
FLAT ROCK, NC • SINCE 1928

## **WEDDING DAY COORDINATOR SERVICE**

### **Before the wedding day**

- Unlimited phone and email communication from the date of contract
- 1–2 weeks before the wedding day, we will call all vendors to verify details of their services and any remaining balances

### **Rehearsal**

- Attend wedding rehearsal and provide necessary assistance per your instructions
- Develop and distribute wedding day itinerary

### **Wedding day**

- Unlimited service throughout the day
- Provide emergency bridal kit
- Manage vendors per your instructors
- Manage vendor setup at the ceremony and reception sites
- Organize and distribute all personal flowers to wedding party, family members, and special guests
- Place table names, place cards, favors, etc. per your instructions
- Ensure payment of vendor tips and balances

**Wedding Day Coordinator Package: \$800**



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## Wedding Day Coordinator Contract

Wedding date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

Anticipated number of guests: \_\_\_\_\_

Ceremony location: \_\_\_\_\_

Time: \_\_\_\_\_

Reception location: \_\_\_\_\_

Time: \_\_\_\_\_

# Services provided

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## Rehearsal

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## Wedding day

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- Provide emergency bridal kit
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- Ensure payment of vendor tips and balances

# Conditions

- It is your responsibility to make the selections of vendors; we will implement your selections.
- It is your responsibility to provide us with contact names, telephone numbers, and scheduled timetables for all vendors involved in the wedding ceremony and reception no later than 14 days prior to the wedding.
- It is your responsibility to notify us of any changes in a timely manner.
- Please complete the Vendor Information sheet as thoroughly as possible and return it with your contract and deposit. Additional vendor information can be filled in at a later date.
- It is your responsibility to provide us with copies of vendor contracts for all vendors listed on your Vendor Information sheet.

## Payment Amount

The agreed-upon fee for the Wedding Day Coordinator Service is \$800. A \$100 deposit is due at contract signing. The remaining balance of \$700 is due upon arrival at Camp Pinnacle for your event.

## Cancellation Policy

Cancellation of these services less than 30 days prior to your wedding date will result in the loss of your \$100 deposit. Your deposit is fully refundable if cancellation occurs more than 30 days prior to your wedding date.

*We look forward to working with you and helping make your wedding a wonderful and unforgettable experience!*

Signature 1: \_\_\_\_\_

Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_

Coordinator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please keep one copy for your records, and return the other signed copy, along with the Vendor Information sheet and your \$100 deposit, to:

Michelle Zimmer  
PO Box 1339  
Flat Rock, NC 28731



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## Wedding Day Coordinator Contract: Vendor Information

Wedding date: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Vendors may be added up to 14 days prior to your wedding date. We require copies of vendor contracts for all vendors listed below.

Officiant: \_\_\_\_\_  
\_\_\_\_\_

DJ/Band: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Bakery: \_\_\_\_\_  
\_\_\_\_\_

Transportation: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Musicians: \_\_\_\_\_  
\_\_\_\_\_

Videographer: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Caterer: \_\_\_\_\_  
\_\_\_\_\_

Additional vendor: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_  
\_\_\_\_\_

Additional vendor: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Florist: \_\_\_\_\_  
\_\_\_\_\_

Additional vendor: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_