



CAMP PINNACLE
FLAT ROCK, NC • SINCE 1928

Wedding Day Coordinator Contract

Wedding date: _____ Anticipated number of guests: _____

Couples' Names: _____

Address: _____

Email 1: _____

Email 2 : _____

Telephone 1: _____

Telephone 2: _____

Ceremony location: _____

Ceremony Time: _____

Reception Time: _____

Services provided

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
- Assist with guest **check-in on Friday**

Wedding day

- Up to 12 hours of coordination services throughout the day by our Head Coordinator
- 8-10 hours of service by an assistant coordinator on site
- Provide emergency bridal kit
- Manage vendors per your instructions
- 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

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 \$900. A \$100 deposit is due at contract signing. The remaining balance of \$800 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: _____

