

Company Name: ..... Contact Name: .....  
Telephone: ..... Cell: .....  
Website: ..... Email: .....

How long have you been a wedding coordinator? .....  
Do you personally attend every wedding? .....  
How many employees do you bring to a wedding? .....  
What if you become ill or cannot come to the wedding? .....  
Do you make initial contact with all referred vendors or  
do you give us a list of vendors to call? .....  
Do we pay you the fee for the entire event or  
do we contract with vendors separately?.....  
Are you present at all vendor meetings? .....  
Do you accept commissions, kickbacks or professional  
discounts from any vendors you refer? .....  
Will you provide me with a detailed budget outline?.....  
Who signs the vendor contracts? .....  
Are you present at the rehearsal? .....  
Do you charge for expenses or travel? .....  
Do you charge hourly, a flat rate or a percentage of my overall budget? .....  
What is the amount of the initial deposit? .....  
When is the balance due? .....  
What is your refund policy in case of cancellation? .....

Package 1: .....  
Cost of Package: .....

Package 2: .....  
Cost of Package: .....

Package 3: .....  
Cost of Package: .....