

My Friend Does Weddings

“The Big Day” – Day-of Wedding Coordination Services Agreement form MFDW2

This Day-of Wedding Coordination Services Agreement (“Agreement”) is entered into as of the date signed below, by and between My Friend Does Weddings (“Planner,” “we,” “us”) and the individual(s) named below (“Client,” “you”), collectively the “Parties.”

1. Parties & Event Details

Client Name(s): _____

Email: _____

Phone: _____

Wedding Date: _____

Estimated Guest Count: _____

2. Scope of Services — Day-of Coordination

Planner will provide limited final-week coordination and on-site wedding-day coordination services through the conclusion of the wedding day. The Client is responsible for the majority of the wedding planning and timeline development prior to Planner’s involvement. Planner’s role is primarily to execute the Client’s existing plans and coordinate the wedding day, including but not limited to:

- Limited vendor communication during the final week leading up to the Wedding Date, as reasonably necessary to confirm logistics and execution.
- Review of the Client’s substantially completed wedding-day timeline and coordination of its execution on the wedding day.
- On-site coordination and management on the wedding day, including vendor oversight, setup assistance, and timeline execution.
- Point-of-contact for contracted vendors on the wedding day so Client and family can be fully present.
- Reasonable assistance with décor placement and venue setup. Planner will determine whether requested setup work can reasonably be completed without interfering with the execution of the event.
- If the amount or nature of setup/decor work would interfere with Planner’s ability to properly coordinate and execute the event, Planner may require an additional staff member for a minimum of four (4) hours. Any such additional staffing will be quoted separately based on the circumstances and approved by Client before being scheduled.
- Services are provided by two coordinators: John Anthony Randolph and Lindsey Plaisted.
- Wedding-day coverage may be scheduled for any amount of time reasonably necessary for the event but shall not exceed fifteen (15) total hours for each of the included coordinators.
- Services not listed above (e.g., full wedding planning, extensive timeline creation, rehearsal coordination, additional events such as rehearsal dinners or welcome parties, travel outside O’ahu, or additional staffing) are

considered add-ons and will be quoted separately in writing before being performed.

3. Fee & Payment

The total fee for Day-of Coordination services described in Section 2 is:

\$1,000.00 USD

Payment in full is due upon execution of this Agreement to reserve Planner's services for the Wedding Date. Services will not formally begin, and the Wedding Date will not be considered secured on Planner's calendar, until payment in full is received.

Payment may be made via [payment method(s) — e.g., Venmo, Zelle, check, invoice via Stripe, Apple Pay, etc.]. A receipt will be provided upon payment.

4. Cancellation & Refund Policy

All payments made under this Agreement are non-refundable. Once payment is received, Client is responsible for the full fee regardless of cancellation, change of plans, or inability to use the services for any reason.

Any deposits or payments made by Planner to third-party vendors on Client's behalf are also non-refundable by Planner and are Client's responsibility to resolve directly with the vendor.

5. Postponement

If the wedding is postponed to a new date, Planner will make reasonable efforts to accommodate the new date. If Planner is unavailable on the new date, the Agreement will remain non-refundable, and Planner will have no obligation to provide services on the new date.

6. Client Responsibilities

- Provide Planner with the substantially completed wedding-day timeline and all relevant vendor contact information in advance of the Wedding Date.
- Respond to Planner's communications and requests for information in a timely manner during the limited coordination period.
- Make final payments to vendors directly and on time, unless otherwise agreed in writing.
- Notify Planner promptly of any changes to the wedding date, venue, vendor team, timeline, or key details.
- Confirm all final wedding-day details with Planner no later than seven (7) days before the Wedding Date.

7. Late Confirmation Fee

Client must provide confirmation of the final wedding-day details and readiness for coordination no later than seven (7) days before the Wedding Date. If confirmation is provided fewer than seven (7) days before the Wedding Date, an additional late-confirmation fee of \$200.00 per day shall apply for each day after the seven-day deadline.

For example: confirmation six (6) days before the Wedding Date incurs a \$200.00 fee; five (5) days before incurs \$400.00; four (4) days before incurs \$600.00; and so forth. The applicable late-confirmation fee must be paid before Planner is obligated to begin the applicable coordination services.

8. Limitation of Liability

Planner will perform all services with reasonable skill and care. However, Planner is not liable for the acts, omissions, errors, quality of work, or performance of any third-party vendor (including but not limited to caterers, photographers, florists, venues, and rental companies), nor for events outside Planner's reasonable control, including but not limited to weather, natural disasters, and venue closures. Planner's total liability under this Agreement shall not exceed the

total fee paid by Client.

9. Meal Provision for Coordination Staff

Client agrees to provide a meal for John Anthony Randolph, Lindsey Plaisted, and any additional hired and agreed-upon staff working the event. Meal timing and logistics may be coordinated with the venue or catering vendor in advance as part of the wedding-day timeline.

10. Force Majeure

Neither Party shall be held responsible for failure to perform due to causes beyond their reasonable control, including natural disasters, government restrictions, pandemics, or venue closures. In such cases, the Parties will work together in good faith to reschedule services where possible; however, no refund shall be due under Section 4.

11. Photography & Portfolio Use

Client grants Planner permission to photograph the wedding for the purpose of Planner's portfolio, website, and social media, unless Client opts out in writing prior to the Wedding Date.

Client opts OUT of photography use (initial if applicable): _____

12. Governing Law

This Agreement shall be governed by the laws of the State of Hawaii. Any disputes arising from this Agreement shall first be addressed through good-faith discussion between the Parties.

13. Entire Agreement

This Agreement, together with any signed written amendments, constitutes the entire agreement between the Parties and supersedes any prior discussions or understandings, written or oral.

Acceptance

By signing below, both Parties agree to the terms outlined in this Agreement.

Planner

Planner Signature

Printed Name: _____ Date: _____

Client

Client Signature

Printed Name: _____ Date: _____