



CASS

Vineyard & Winery

Wedding Coordinator for Day of Ceremony In Coordination with Cass Catering

Includes:

- 1 Complimentary consultation
- 2 Face to Face meetings before the wedding
- Unlimited phone and email access
- Menu consultation
- Vendor referrals and assistance with vendor coordination
- Day of coordination for up to 8 hours
- Detailed timeline for day of the wedding
- Help with ceremony and reception layout for our facility
- Set up of guestbook table, gift table, dinner tables, ceremony and reception chairs and centerpieces
- Review and confirm contracts with vendors
- Orchestrate wedding rehearsal the day prior to the wedding
- Oversee set-up of items for ceremony and reception
- Coordinate wedding party and family during day of ceremony
- Coordination for reception
- Coordinate clean-up of rentals and décor items
- Allow the wedding couple, and family to enjoy the perfect day
- \$750.00; paid to Cass Winery, this is not a gratuity

By signing this agreement we (responsible wedding couple) _____
are authorizing Cass Winery's Wedding Coordinator Michelle Curry, in conjunction with Cass
Catering, to help us plan our perfect day. We agree to the statements above, anything above
and beyond the contracted services may require additional fees. Once fees are paid and
contract is signed, cancellation by the wedding party will result in a forfeiture of 50% of
wedding coordination fees.

Client Signature and Date: _____

Cass Event Coordinator and Date: _____