

Wedding Ceremony Coordination Sheet & Contract



Susan Pound
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Wedding
Date: _____ Time of Wedding: _____ to _____

Wedding Rehearsal Date: _____ Time of Rehearsal: _____

Susan will begin playing background music 20 minutes prior to the starting time of ceremony

Church/Facility Information:

Wedding
Coordinator (if applicable): _____

Phone# of coordinator (if applicable): _____

Church/Facility address:

Church/Facility phone#: _____

Personal Information:

Responsible Party: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Coordination Worksheet

Special requests for background music before the ceremony begins:

Prelude (suggestions: as your mother(s)/parent(s) or children and/or grandchildren are lighting the candles before the ceremony begins or as they are being seated; or as the wedding party walks down the aisle before the bride's entrance.):

Special Music (suggestions: after parent(s) and/or children are seated; as the bride walks down the aisle; during lighting of the unity candle or after vows.)

Processional (the wedding party or the bride's entrance):

Processional (the bride's entrance):

Postlude (exit of bride and groom and wedding party):

Rates & Policy

Wedding Option I (indoors only) \$140.00

travel/rehearsal/consultation fees are an additional charge

One or more vocal performances by Susan with piano accompaniment.

Wedding Option II (indoors only) \$180.00

travel/rehearsal/consultation fees are an additional charge

Background piano during ceremony; if requested, one vocal performance by Susan with piano accompaniment; piano accompaniment for other vocal performers.

Payment: A nonrefundable 50% deposit of the grand total is due at the time of booking to hold your booking date (the deposit may be paid by a personal check—checks are payable to Susan E. Pound.). In the event of a returned check, a \$35.00 fee is charged. The remaining balance is due two weeks prior to the event.

Cancellation: Unless Employer (responsible party) gives a written notice with signature and a verbal notice to Musician at least one month prior to the event, cancellation will result in Musician retaining 50% of remaining balance due. Failure of Musician to perform services is subject to proven detention by illness, accidents, and accidents to means of transportation, riots, strikes, epidemics, acts of God or other legitimate conditions beyond her control. If proven, by affidavit or otherwise, Musician shall have no liability to Employer (responsible party) beyond a refund of the full deposit, plus other funds paid. Musician shall have no liability in damages of any type if a refund is provided.

Coordination Sheet: The songs shown on the coordination worksheet are specifically requested. Musician shall perform other appropriate songs at her discretion.

Overtime Fees: If the event or rehearsal concludes 15 minutes beyond the agreed upon time as specified in this contract, a \$25.00 overtime fee will be charged to Employer (responsible party), and \$25.00 every 15 minutes thereafter.

FEE SCHEDULE

• Ceremony Fee	\$ _____	(Option I \$140.00 § Option II \$180.00)
• Wedding Rehearsal Fee	\$ _____	(\$50.00 per hour – minimum \$50.00 fee)
• Rehearsal with vocalist	\$ _____	(\$25.00 for 30 minutes/\$50.00 for an hour)
• Consultation Fee	\$ _____	(\$50.00 per hour – minimum \$50.00 fee)
• Travel Fee for Consult/Event/Rehearsal	\$ _____	(\$5.00 for the first 5 miles; \$.50 per mile thereafter. Rates are based on mileage both to and from event. Total Miles _____)
• Music Purchased	\$ _____	(Includes sales tax)
	Grand Total	\$ _____
	Less Deposit	\$ _____
Remaining Balance or Grand Total Due Two Weeks Prior To Event		\$ _____

We, as parties to this contract, have read, understand, and agree to abide by the terms and conditions herein.

Musician Signature _____ Date _____

Employer Signature _____ Date _____

Witness Signature _____ Date _____