

Questions to Ask Wedding Coordinators

by:

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We invite you to send us additional questions for the below worksheet by sending email to
info@blissweddings.com

		Coordinator # 1	Coordinator #2	Coordinator #3
Company Name				
Contact Person				
Address				
Phone Number				
Email Address				
Web Site Address				
1.	How long have you been a wedding coordinator?			
2.	Did you start your business from scratch or did you buy a business already setup?			
3.	Is this your full-time job or part-time job?			
4.	If it's part time, what is your other job?			
5.	What did you do prior to being a wedding coordinator?			
6.	Do you only work to plan weddings and special events or do you also work as a concierge?			
7.	How many full-service weddings to you personally coordinate each year?			
8.	How many wedding day only weddings do you coordinate each year?			
9.	What type of formal training have you had?			
10.	Are you a member of any major bridal or wedding/special event trade associations (ABC, June Wedding, Inc, ACPWC, AFWPI, ISES)?			
11.	Do they require that you have formal training each year for membership or do you simply pay them dues?			
12.	Do you employ other people to help you plan events?			
13.	How many hours do they work with you a week?			

Questions to Ask Coordinators (continued)		Coordinator #1	Coordinator #2	Coordinator #3
14.	How many event managers do you bring with you to a wedding?			
15.	Is there an extra charge for additional staff?			
16.	Do you personally attend every wedding?			
17.	What if you become ill or cannot come to the wedding? Who will stand in for you?			
18.	Do you charge for an initial meeting?			
19.	If you charge for the initial meeting, is it applied to my cost of coordination should we hire you?			
20.	Do you accept commissions, kickbacks or professional discounts from any vendors you refer?			
21.	Do you sell wedding invitations?			
22.	What discount do you give off the cost of wedding invitations?			
23.	What is the largest wedding you've managed?			
24.	Give me five adjectives which describe yourself			
25.	Who signs the vendor contracts? Do we pay you the fee for the entire event and then you pay each vendor or do we contract with vendors separately?			
26.	Are you present at all vendor meetings? Do you come to the tasting?			
27.	How many hours does it take you to plan a wedding?			
28.	How many hours are included with your package?			
29.	Do you make initial contact with all referred vendors and check price and availability or do you give us a list of vendors for us to call?			
30.	How many hours are you on site the day of the wedding?			
31.	Do you help with setup and tear down?			
32.	Will you help with the processional and recessional?			
33.	Will you bring an emergency kit?			
34.	Describe the best wedding you've ever managed. Why was it the best wedding?			
35.	Do you charge for expenses or travel?			
36.	What is the average amount?			
37.	What is your coordination fee?			
38.	Does the fee include the day of the wedding?			

Questions to Ask Coordinators (continued)		Coordinator #1	Coordinator #2	Coordinator #3
39.	Do you charge hourly, a flat rate or a percentage of my overall budget?			
40.	How are the payments structured? When are they due?			
41.	What is the amount of the initial deposit?			
42.	What is your refund policy in case of cancellation?			
43.	What won't you help with?			
44.	Are you present at the rehearsal?			
45.	Will you setup the personal items on each of the place settings?			
46.	Describe the most difficult wedding you've managed and why was it difficult?			
47.	Describe some problems you've had with vendors not fulfilling their contract and how you handled it.			
48.	Will you help design the overall theme, decor and flow of the wedding ceremony & reception?			
49.	Will you provide me with a detailed budget outline?			
50.	Will you assist with lodging arrangements for our out of town guests?			
51.	Package 1:			
52.	Cost of Package 1:			
53.	Package 2:			
54.	Cost of Package 2:			
55.	Package 3:			
56.	Cost of Package 3:			

[This is another worksheet from BlissWeddings.com. A collection of ALL our worksheets is available by downloading the "Bliss! Weddings Wedding Planner" from MyFreeWeddingPlanner.com]

We at Bliss! Weddings wish you much
love and laughter on your wedding day and
everyday thereafter. Best Wishes!

We are happy to present you with this worksheet from our website **Bliss! Weddings** [www.blissweddings.com] in a printable and easy-to-fill-in format. We hope that this worksheet will help you achieve wedding day bliss!

For more wedding-planning information, please be sure to visit our website where you can find:

Wedding floral charts	Discussion forums
Articles and guides	Ask the Experts
Interactive tools	Bridal fashion galleries
Tips and tricks	Instructional bridal craft videos

Also available is the **Bliss! Weddings Bridesmaid's Mini-Guide**. It contains information that will help bridesmaids better assist in the bride's quest to achieve the perfect wedding! It may be downloaded at:

http://www.blissezine.com/wedding_planner/bridesmaid-guide.PDF

Feel free to forward this worksheet to your engaged family members and friends.

Contact Us!

If you have any comments, suggestions, additions, complaints, etc., please be sure to email us at info@blissweddings.com.

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www.blissweddings.com
a publication of Blue Grotto Media, Inc.
P.O. Box 363
Woodbury, NY 11797

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Be sure to visit www.weddingforums.com, a community of engaged and newly married couples exchanging ideas and advice.

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Guests, Gifts & Registries
Honeymoon and Destination Weddings
Invites, Announcements, & Programs
Jewelry
Pre-Wedding Parties
Religious Weddings
Second-Time Brides
The Reception
Wedding Entourage

Ask The Experts
Wedding Etiquette
The Next Step (Dance and Music)
Fashion

After The Wedding
Newlywed Journals
Moving In
Starting a Family
Managing a Career and Family
Managing Finances and Investments
Your In-Laws and You

Monthly Groups
January Weddings
February Weddings
March Weddings
April Weddings
May Weddings
June Weddings
July Weddings
August Weddings
September Weddings
October Weddings
November Weddings
December Weddings

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