



Wedding Officiant and DOC Service Agreement

This agreement is dated effective the _____ day of _____, 20__ "Effective Date."

Between:

And Clients:

Officiant on Demand

Name: _____

430 Wright Court

Address: _____

Bolingbrook, IL 60440-2058

Cell phone: _____

1-630-640-4244

Email: _____

www.officiantondemand.com

Name: _____

ood@minister.com

Email: _____

Rev. J. Ross 630.640.4244

Cell phone: _____

Ceremony

Rehearsal

Date: _____

Time: _____

Location: _____

Officiant shall arrive at the following location for the ceremony:

_____ at or before ____:____ am/pm on the ____ day

of _____, 20__ and will depart no later than ____:____ am/pm to ensure compliance with

his/her overall schedule.



Officiant shall arrive at the following location for the rehearsal (if requested) and ceremony:

_____ at or

before ____:____ am/pm on the ____ day of _____, 20____ and will depart no later than

____:____ am/pm to ensure compliance with his/her overall schedule.

Services and Fees*:

\$425 Hall/Hotel/Public Ceremony

\$450 Church Ceremony

\$475 Delicate Circumstances Ceremony

\$1,800 Day of Coordination

\$25 for each **Joining event during wedding ceremony (Cross, Sand, Candle, Hand-fastening, Lasso, Broom-jumping, Wine box, Salt, Coin, Tree-planting, Rose, Water, Libation, Bell) Please circle or write in your choice: _____.**

***Note: Discounts may apply and additional fees may be required for simultaneous language ceremonies.**

If you wish to upgrade or increase any services listed, please submit additional payment.

\$100.00 Rehearsal Fee (1 Hour limit)

Day of Coordination Services (DOC)

- Day of Coordination services start 2 weeks to 1 month before the wedding event.

Services include:

- Vendor management (Cake, DJ and Musicians, Photo Booth, Florals, Gift & Sign-in Table Setup, Photographer, Event seating and charting, Rehearsal, Officiant, venue decoration, and sweets table, parking, Grand entrance)
- Venue liaison.
- General Event Timeline.

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- Wedding Ceremony preparation.
 - All things concerning a smooth wedding day.

The reflect travel within a **50-mile radius of zip code 60440**. If over 50 miles from zip code 60440, mileage is billed at an additional rate of \$1.00 per mile per www.mapquest.com distances. Destination weddings require full travel expenses to be paid by couple.

Any costume requests should be supplied by the couple in the proper size.

Multi-couple ceremonies are welcome at an additional fee of \$150.00.

Sign Language Interpreters are welcome.

Other Officiant Service Notes

- A **non-refundable deposit** of **\$75.00** is required to reserve a date and time and to contract work on creating the ceremony (an outline of the ceremony will be sent to the couple for review and approval before the scheduled ceremony). The contract balance must be paid before the ceremony takes place (cash, money order, pay-pal (rossjoce@yahoo.com) or **Chase Quick-Pay** (ktng@usa.com). We will provide the following services under the terms of this agreement.
- Marriage Counseling: Couples are recommended to read [Saving Your Marriage Before It Begins](#). This will empower the couple to enhance their strengths and identify their growth areas.
- One hour of phone, **SKYPE** or email consultation with couple to discuss ceremony details and desires.
- We reserve the right to refuse any service that we are not comfortable performing (under water or skydiving), at which time a refund may be made to the couple.
- We will determine, with the couple, what to wear as long as it remains professional, themes are okay.
- Couple is responsible for **parking fees** associated with wedding venue or location.
- Couple will be responsible for all fees associated with any **special costume requests**.
- **Rate includes travel within 50 miles of zip code 60440 to the ceremony location, but not the parking, joining ceremony, rehearsal fee or late ceremony fees of \$50 per half hour after first 30 minutes.**



Ceremony Fee: \$ _____

Day of Coordination \$ _____

Mileage Fee: \$ _____ (if over 50 miles from zip code 60440)

Rehearsal Fee: + _____

Joining Ceremony + _____ (\$25.00 each)

Parking Fees + _____

Ceremonial Certificate. + _____ (\$12.00 each)

Discount: - _____ (Veteran, Promotional)

Total: = _____

Deposit: - _____ (Non-refundable \$75.00 deposit due with agreement)

Remaining Balance: \$ _____ (Due on or before wedding with marriage license)

- The couple may use Officiant’s likeness in any photographs, videos, or other recording media in any manner for professional marriage related purposes. Likewise, the couple gives permission to Officiant On Demand to use their likeness or actual photo in at least one photograph for marketing purposes.
- For off-site ceremonies, the couple is responsible for paying the Officiant’s venue **parking fee**.
- **The Wedding must start within 30 minutes of the agreed time, or an additional \$50 per ½ hour is required. Officiant may not be able to stay overtime, if another wedding is scheduled.**
- Once the contract is signed by the couple and Officiant it may not be amended without consultation.
- **The fees for services** agreed upon at the time of signing the contact are due in full on the day of the wedding **or** before via Chase Bank /Zelle Quick-Pay (ktng@usa.com), PayPal



(rossjoce@yahoo.com), Venmo App, Cash App (\$JocelynRoss) or USPS (address above, check made out to Jocelyn Ross).

- The Couple must have the **marriage license** at the start of the ceremony. The Marriage license must have been issued in the same county that the ceremony will take place. If the marriage license is not available, the Officiant MUST sign it the FOLLOWING DAY, for a fee of \$150.00.

* We will **arrive** at least 15-30 minutes prior to the scheduled ceremony time and will stay up to 45 minutes after the ceremony for greetings, photographs and document signing.

*We support Marriage Equality.

Reviews and Gratuities

Reviews of Officiant On Demand services are greatly appreciated and can be placed on various social media outlets to include facebook.com/officiantondemand, weddingwire.com, thumbtack.com, theknot.com, google.com, and eventective.com. **Gratuities** are also appreciated, but not required.

Cancellation of Services

In the unlikely event that the Officiant is unable to perform the ceremony due to illness, hospitalization, family emergency, transportation breakdown, or any other unforeseeable causes, we will make every possible attempt to notify the couple and provide a replacement. The couple will receive a full refund for all pre-paid services, and couple agrees that the Officiant will NOT be held liable for any damages (including punitive) due to the non-performance of the ceremony.

If the couple cancels services after the couple and Officiant have had a consultation and a draft of the ceremony has been presented to the couple, 100% of the total amount of this contract (minus travel & rehearsal fees) must be paid to the Officiant.

If the ceremony draft **has not been presented to the couple**, but consultation has taken place, **75% of the total amount of this contract must be paid to the Officiant. Cancellations within 14 calendar days of the wedding date require payment of the full contract (minus travel and rehearsal fees).**

Wedding Date Change

If you need to change your wedding ceremony, date or time, and the Officiant is available on the new date; the couple will be charged an **\$11 change fee**. If the Officiant is unable to officiate the ceremony on the new date, and consultation has taken place, and the couple has received a draft of the order of ceremony, the full contracted amount is due to the Officiant (minus travel and rehearsal fees).

Marriage License and Marriage Certificate

For a legal marriage to take place, the **couple must obtain a valid **marriage license** in the state and county where the ceremony will take place.** The marriage license must be presented to the Officiant



BEFORE the ceremony along with proper identification and fees. Failure to have a valid license means that the Officiant cannot perform a legal Marriage ceremony.

The Officiant will file the **Marriage License** with the appropriate clerk's office within **2-10 days** after the wedding ceremony. **Marriage Certificates** may be ordered **or** collected at the local Clerk's office 4-10 days after the ceremony.

This agreement is valid for the wedding service for the place and date above. If the couple changes the time or date of the scheduled ceremony without the Officiant's consent, the Officiant reserves the right to cancel the performance of the ceremony and shall in no way be held responsible or liable in any manner for such non-performance.

The couple accepts responsibility for purchasing items needed to perform the ceremony (unity candles, crosses, ribbons, brooms, sand, roses, etc.) unless previously stated. This agreement and any attachments constitute the entire agreement between the parties and may not be modified except in writing signed by both parties. No other representation or promises have been made except those that are set out in this agreement stated above.

Signature

Date

Signature

Date

Officiant's Signature

Date