



Wedding Officiant Service and DOC 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: _____

Wedding website: _____

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*:

\$799 Hall/Hotel/Public Ceremony/Church

\$899 Delicate Circumstances Ceremony

\$2,699 Day of Coordination***

\$25 for each **Joining event during wedding ceremony (Cross, Sand, Candle, Hand-fasting, 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.**

***** \$300 per additional staff member**

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

\$125.00 Rehearsal Fee (1 Hour limit)

The fees above 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 \$250.00.

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, **Chase/Zelle** (630.640.4244), Cash App, Venmo. We will provide the following services under the terms of this agreement.
- Marriage Counseling: Couples are recommended to read [Saving Your Marriage Before It Starts](#). This will empower the couple to enhance their strengths and identify their growth areas. We can also recommend local in-person and virtual services.
- One hour phone, Virtual 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, 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 and joining ceremony items**.
- **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 + _____

Discount: - _____ (Veteran, Promotional)

Total: = _____

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

Remaining Balance: \$ _____ (Due before wedding day)



- 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 before the wedding via Chase Bank/Zelle (630.640.4244), Cash App (\$JocelynRoss) or Venmo (@Jocelyn-Ross-6).
- 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, decidio.com, theknot.com, wedding.com, and eventective.com. **Gratuities** are always appreciated.

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



Our Day of Coordination service is a perfect option if you wish to plan your wedding, but need a professional Day of coordinator present to handle wedding day tasks, answer questions, offer advice, manage vendors, coordinate and execute the details on the wedding day so you can sit back, relax, and enjoy your perfect event.

Your Day of Coordinator will help to alleviate the stress associated with the final days of planning as well as reduce the pressure often associated with day-of logistics. We really want you to be able to enjoy your special day, not worry about your planned details and the execution on the day of the wedding!

Our team of coordinators will jump into the process a few weeks prior to the big day and will be logistically focused and available to you to get everything well-organized leading up to the day of the wedding. Our job is to take over on the day of the wedding to ensure that all details that are planned, are executed and that the day goes smoothly.



From the time you contact us, we do monthly check-ins, provide amazing vendor recommendations, if you need them, give advice and guidance through your planning process while providing wedding day management on one of the most important days of your life.

Organization and attention to detail are key!

Wedding Day Coordination Services include:

2-4 Video meetings - one of which is the venue walk through.

Complete wedding management and day-of execution for up to 12hrs.

Venue walk-through to go over details of the wedding day.

Unlimited contact via text and email from the time of contract or within agreed upon time frame. Any phone and video chats planning sessions should be scheduled in advance.

Monthly email check-ins to ensure discussed details are going as planned.

Timeline consultation and creation assistance to include wedding ceremony particulars, setup, grand entrance, food service, photos, sign-in and seat assignment, cake cutting, cue designated individuals when to give toasts and speeches, entertainment and venue staff direction.

Review Vendor relations and management plan. We will coordinate with all contracted wedding vendors listed on your Vendor Information Form and confirm their arrival times, get insurance info, meal counts, confirm services and book any other important details at least 1-2 weeks prior to the wedding day.



Greet and manage all vendors (decorators, DJ and Musicians, Officiant, Flowers, Bakery, Photographer, Videographer, Hair & Makeup Artist, and be point of contact the day of your wedding .

Distribute bouquets & pins corsages to wedding party, attendants & family members.

Assist with wedding party and family photographs ~ we will be there to help if needed. Set-up and styling of desired wedding elements ~ this is key to having your vision come to life! Escort cards, favors, guest book, table numbers, photo booth props, DIY elements and the like, require additional cost for a set-up crew.

Direct ushers and helpers with guest management, seating and program distribution.

Confirm set up of the guest book, gift table, cake and sweets table, all rental, place cards, table numbers, table arrangement, sweetheart table, final disposition of gifts are all as planned.


Direct events to keep the wedding flowing smoothly and on schedule

Respond to any last-minute emergencies or changes.

Distribute tip envelopes to vendors.

Professional Day of Wedding Coordinator on-site for up to 12 hours of wedding day management.

Price: \$2,699



Notes: