Wedding Coordination Agreement

Ariana Mozner and Adam Gadaev | June 20, 2027

This Agreement is entered into on the date of the last signature by [full legal entity name], doing business as Amalfi Events Design (the “Coordinator”), and the undersigned contracting Clients and Financially Responsible Parties identified on the signature page (collectively, the “Clients”). Each person accepting financial responsibility signs expressly in that capacity. A person named only as bride or groom is not financially liable unless that person signs as a contracting Client.

1 Event and booking details

Event: Wedding of Ariana Mozner and Adam Gadaev. Wedding date: June 20, 2027. Ceremony venue and address: [complete]. Reception venue and address: [complete]. Estimated guest count: [complete]. Coordinator business address: [complete]. Coordinator email: fili_anna@amalfieventsdesign.com.

Authorized Client Representative: [confirm Diana Mozner or insert other name]. Representative email and phone: [complete]. Event-day alternate contact: [complete]. Only the Representative may approve changes for Clients, except that each person must sign any new personal financial obligation. The Coordinator cannot bind vendors or incur expenses in Clients’ names without written authority.

2 Special accommodation included in the fee

For this wedding only, the $2,950 coordination fee includes SIX WEEKS of preparation instead of the proposal’s standard 30 days. Preparation begins May 9, 2027, provided this Agreement is signed and the booking payment has cleared. Booking later does not move the wedding date, extend the preparation period, or reduce the fee.

The included wedding-day team consists of THREE PEOPLE TOTAL, INCLUDING ANNA: (1) Anna Filippovich, Lead Coordinator and overall team lead; (2) one Event Manager; and (3) one Bridal Assistant. Anna is the third included professional, not an additional fourth person. No fourth staff member is included unless separately agreed and priced in writing. Each of the three included professionals provides up to 10 consecutive hours on June 20, 2027, under Section 5.

This accommodation does not convert coordination into Full Planning or include services before May 9, 2027. The expanded preparation period and Anna’s included role replace conflicting 30-day or two-person language in earlier proposals. All other included proposal services are expressly described below.

Clients acknowledge the special accommodation and three-person total: Initials _____ / _____

3 Included preparation services

During the six-week preparation period, the Coordinator will conduct a personal handover of existing plans; review confirmed vendor arrangements for operational coordination; discuss Clients' priorities and the intended flow of the celebration; identify outstanding logistical details; and coordinate arrival, access and agreed setup information with Clients' contracted venue and wedding professionals.

The Coordinator will develop a comprehensive wedding-day timeline from the confirmed arrangements, communicate relevant timing and logistical information to the contracted professionals, prepare the coordination team, and obtain Clients' review and approval of the final schedule. Operational review is not legal advice, a contract audit, or a guarantee of vendor compliance. Clients remain responsible for completing outstanding bookings and decisions.

Included preparation encompasses reasonably necessary scheduled consultations and email communication concerning this wedding's agreed scope. It does not include unlimited on-demand availability, daily meetings, full planning, or responsibility for unfinished planning tasks. Site visits and rehearsal attendance are included only if specifically added in a signed change order. If venue access information is unavailable, the Coordinator will identify the limitation and coordinate using the information reasonably available.

4 Included wedding day services and roles

4.1 Anna Filippovich as Lead Coordinator

Anna provides overall leadership of the three-person team, oversees implementation of the approved plan, coordinates priorities and decisions with the authorized Representative, supervises the Event Manager and Bridal Assistant, and addresses event logistics within the agreed scope. Anna is included within the three-person total stated in Section 2. She is not a separate personal assistant, designer, installer, caterer or guest concierge.

4.2 Event Manager

The Event Manager serves as the primary operational contact for the venue and wedding professionals; coordinates vendor arrivals and agreed setup arrangements; oversees the ceremony lineup, scheduled formalities, timing updates and reception transitions; and manages execution of the approved final timeline and agreed event logistics. The team serves as the central coordination point rather than requiring Clients or their family to direct the day. Roles may cooperate on coordination tasks without reducing the Bridal Assistant's bride-only assignment.

4.3 Bridal Assistant assigned exclusively to Ariana

The Bridal Assistant supports ONLY the bride, Ariana Mozner: getting-ready coordination; communication with her beauty and photography teams; ordinary dress and veil assistance; her personal schedule and comfort; preparation for the ceremony; portraits; and support during important reception moments. The Bridal Assistant communicates closely with the Event Manager and works from the approved timeline.

The Bridal Assistant is not assigned to the groom, parents, mothers, fathers, siblings, bridal party, children or guests. Those persons may not redirect her, request personal errands, or require their own styling, dressing, transport, food service or personal care. Assistance excludes medical or licensed beauty services, intimate hygiene, lifting or carrying people, childcare and pet care. Any attendant for another person requires a separate written agreement and fee.

5 Coverage and staffing requirements

Each included professional's 10 consecutive hours begins at that professional's agreed report time and runs continuously, including ordinary meal and rest breaks, waiting periods and travel between event locations during that shift. The three shifts may be staggered. Hours are not transferable between professionals and cannot be split across days. Early access, vendor delays, schedule changes or a late ceremony do not extend coverage automatically.

Final report and release times will be confirmed in writing with the approved timeline. Lead Coordinator: [start]–[end]. Event Manager: [start]–[end]. Bridal Assistant: [start]–[end]. Coverage ends at the agreed release time even if the celebration continues. Breakdown, late-night collection and supervision after release are not included unless separately contracted.

More than 120 guests requires an additional coordination assistant at an additional separately quoted fee. This person is additional to the included three-person team; Anna's complimentary inclusion does not replace this required assistant. Clients shall disclose the best available count at handover and confirm the count no later than 14 days before the wedding. If the threshold is exceeded, Clients must approve the required staffing change order before the event. Other material complexity changes require a mutually agreed written scope adjustment, not a unilateral fee increase.

Additional hours are subject to staff availability and advance written approval of the rate and estimated cost. A change order must identify each role, rate, billing increment and approved period. The Coordinator need not remain beyond the contracted hours without agreement. Ordinary scheduling overlap does not create extra included hours.

Anna is the designated Lead Coordinator. For illness, emergency or other genuine inability to attend, the Coordinator will notify Clients promptly and make reasonable efforts to provide a comparably qualified replacement. A substitute replaces an included role and does not create a fourth included position. Section 13 applies if the Coordinator cannot provide the agreed services or a reasonably qualified substitute.

6 Services outside this agreement

Excluded unless separately contracted: Full or Partial Planning; budget creation or management; vendor research, sourcing, selection or booking; contract negotiation; design concepts or boards; floral or decor design; rental sourcing; creation or redesign of floor plans; invitation, RSVP or seating-chart production; rehearsal direction or attendance; welcome parties, rehearsal dinners, after-parties or next-day events; guest travel, accommodation, transportation management or concierge services; and personal assistance for anyone other than the bride as described in Section 4.3.

Physical decor labor is excluded: delivery, loading, unloading, moving furniture; assembly, filling, arranging, placing, relocating, packing or removing DIY centerpieces, candles, vases, flowers, favors, signs or other decor; linen placement and table setting; installation or dismantling of arches, backdrops, draping, lighting or rentals; cleanup and breakdown. This excludes even ready-made or preassembled pieces and materials supplied by Clients, family or third parties. Coordination of agreed setup means communicating with and overseeing the vendors responsible for that work. It does not make our team the installation or cleanup crew.

Clients must contract adequate labor directly. The Coordinator may refuse out-of-scope requests even when made on the event day. No complimentary task, informal conversation or portal example expands this Agreement. Additional services require a written change order describing scope, staffing, fees, expenses and payment timing, approved by both parties before work begins.

7 Fee and payment

Base coordination service fee: $2,950.00. Sales tax calculated at 7%: $206.50. Total including tax: $3,156.50. Tax applicability must be confirmed before execution; only legally applicable tax will be collected. The six-week preparation period and Anna's included Lead Coordinator role carry no additional service fee. Gratuities are optional and at Clients' discretion.

Booking payment: $1,578.25, due upon signing. Final balance: $1,578.25, due May 20, 2027. If signing occurs after May 20, 2027, the outstanding balance is due at signing. Approved extras and expenses are payable as specified in the signed change order.

The date is reserved only when the Coordinator has countersigned this Agreement and the required payment has cleared. Until then, an inquiry, proposal, invoice, draft contract or portal does not reserve the date.

Payment is made only to the legal business identified above using the method on the verified invoice. Clients shall verify changed payment instructions directly with the Coordinator using a previously known contact method.

Each signing Client and Financially Responsible Party is jointly and severally responsible for the agreed fees and approved charges, subject to applicable law. Payment by someone else does not give that payer decision-making authority. Refunds, if owed, go to the original payer unless all affected parties agree otherwise in writing.

For a missed payment, the Coordinator will give written notice and two business days to cure before suspending preparation or terminating for material nonpayment. No cure period extends beyond an unpaid required event-day report time. The Coordinator need not commence event-day services without cleared required payments. Cancellation accounting is governed exclusively by Section 12; suspension does not automatically extend deadlines or coverage.

8 Scope enforcement and control of the team

Only Anna or the Coordinator’s designated lead may assign, redirect or release team members. Clients, relatives, guests and vendors may communicate relevant event information but may not commandeer staff, divide their shifts, change their roles or demand personal service. The team may decline any task outside the express scope without that refusal constituting breach or a basis to withhold payment.

Clients must retain and pay separate vendors or other designated persons for all decor setup, DIY projects, cleanup, personal errands and other excluded work. A vendor cancellation, unfinished centerpiece, late delivery, absent helper or family request does not transfer that work to our team. Excluded labor cannot be required by calling it coordination, a quick favor, an emergency or an expectation.

If Clients fail to supply essential access, information, staffing or vendor cooperation, the Coordinator may decline the affected task, document the limitation and continue feasible contracted services. Material interference, repeated demands after refusal, or refusal to provide required additional staffing may result in suspension or termination after written notice and a reasonable opportunity to cure, unless Section 11 permits immediate withdrawal. Section 12 governs financial consequences; no double recovery is allowed.

9 Client decisions and vendor responsibilities

Clients shall provide complete, accurate vendor agreements, schedules, venue rules, contacts, delivery and pickup requirements, access details and existing plans at handover; identify unresolved matters; and make timely decisions. Clients remain responsible for vendor selection, contracting and payment, permits, venue approvals, guest counts, accessibility needs and the accuracy of information supplied. The Coordinator may rely on supplied information without independent investigation.

Clients shall provide consolidated comments on the draft timeline and final approvals no later than seven days before the wedding. Late changes remain subject to feasibility and written fee approval where additional work is required. If essential information or decisions are late, the Coordinator will explain the effect and use reasonable efforts to proceed; no guarantee is made that missed arrangements can be repaired. Clients' silence does not authorize a new fee or material scope change.

Only the authorized Representative may direct the coordination team on Clients' behalf. Guests, relatives and vendors cannot expand coverage, change the agreed scope or direct the Bridal Assistant away from the bride. The Coordinator may decline conflicting instructions and refer decisions to the Representative. In time-sensitive matters, the Coordinator may make reasonable, good-faith timing adjustments within approved plans to preserve flow or safety, without authority to commit Clients to unapproved purchases.

Vendors and the venue are independent businesses, not employees or agents of the Coordinator merely because the Coordinator communicates with them. Each is responsible for its own goods, staffing, licensing, insurance, safety, installation, service and cleanup. The Coordinator does not guarantee vendor performance, weather, guest conduct, sound, food, photography, flowers or venue operations. This does not excuse the Coordinator from performing its own promised coordination duties with reasonable professional care.

10 Access and working conditions

Clients shall secure lawful access and vendor cooperation; provide the venue's setup, fire, alcohol, weather and evacuation rules; arrange a safe working area, drinking water, reasonable breaks and a vendor meal for each of the three team members during the 10-hour shift; and advise the venue and vendors of the team's contracted release times. Ordinary breaks count toward continuous coverage and are coordinated around key moments where reasonably possible.

The venue, licensed vendors and emergency responders retain responsibility for security, structural safety, weather evacuation, alcohol service and emergencies. The Coordinator is not a security service, medical provider or insurer. Staff may stop or relocate an unsafe task and contact security or emergency responders. The Coordinator will not enter restricted areas, handle hazardous installations or follow instructions that breach law, venue rules or reasonable safety requirements.

The team does not accept custody of cash, checks, gifts, rings, passports, medications or other valuables, nor transport people or property in personal vehicles. Clients shall designate a separate trusted person for those items and tasks. Any limited transfer of an item must be expressly accepted and documented; no unattended item is deemed accepted into custody.

11 Respectful conduct and safety termination

Clients must treat Anna and every team member professionally, communicate this conduct requirement to their families and wedding party, and take reasonable steps with the venue to stop prohibited conduct by guests or persons acting on their behalf. Prohibited conduct includes insults directed at staff, humiliation, abusive yelling, intimidation, threats, discriminatory or sexual remarks, harassment, unwanted physical contact, assault, stalking, interference with staff leaving, retaliation for refusing excluded work, threats to withhold payment to force extra work, and coercive demands backed by abuse. Good-faith questions, respectful disagreement or a legitimate complaint alone are not prohibited conduct.

The Coordinator may immediately pause services, move staff to safety and require that the offending person stop, be removed or have no further contact with the team. For non-threatening conduct that can reasonably be corrected, the Coordinator will normally notify the authorized Representative and provide a reasonable opportunity to correct it. Repeated or continuing abuse after notice is a material breach.

For violence, threats, serious harassment, unwanted sexual contact, or conduct reasonably creating an immediate safety risk, no warning or opportunity to cure is required. The Coordinator may immediately end services and remove some or all of the team. The Coordinator may also terminate if Clients or the venue fail or refuse to correct a serious or continuing abusive situation. Staff need not remain exposed to abuse while a dispute is discussed.

After a safety-related stop, services resume only if the Coordinator reasonably determines that safe, respectful conditions have been restored and staff remain available within their original shifts. The Coordinator will notify the Representative as soon as reasonably safe and provide a written incident summary afterward. A safe handover of essential event information will be attempted only when feasible; safety takes priority.

Where termination is justified by material misconduct under this section, Clients are in material breach and the cancellation accounting in Section 12 applies. For justified termination on the wedding day, the full service fee remains payable and paid service fees are not refunded, to the extent permitted by law. No additional fee is imposed as a punishment. This does not authorize retaining money when termination is unjustified or where law requires a refund. The Coordinator is not responsible for event disruption caused by a justified withdrawal, subject to Section 15 and nonwaivable law.

Clients specifically acknowledge the bride-only assignment and conduct protections: Initials _____ / _____

12 Client cancellation and breach accounting

Cancellation must be emailed by the authorized Representative to fili_anna@amalfieventsdesign.com; the Coordinator will acknowledge receipt. The same accounting applies to termination for Clients' uncured material breach, including justified termination under Section 11. The applicable amount is determined by the date written cancellation is received or termination becomes effective.

Before May 9, 2027: agreed cancellation compensation is 50% of the service fee ($1,475). On or after May 9, 2027: agreed cancellation compensation is 100% of the service fee ($2,950). All service-fee payments are applied against that amount, with excess refunded and any shortfall invoiced. Refunds due under this Agreement are issued within 30 calendar days of the final accounting.

These amounts are intended as reasonable agreed liquidated damages for reserved date capacity, preparation and staffing commitments, and lost booking opportunity that are difficult to value when signing, not as a penalty. They are the exclusive compensation for the same cancelled base services, not an addition to actual damages or accelerated service fees for that loss. Separate approved extras already delivered or nonrecoverable third-party costs expressly authorized by Clients remain payable, without double recovery. If a court finds these stipulated amounts unenforceable, lawful actual damages, after required mitigation and credits, govern instead.

13 Date changes and inability to perform

Postponement, a different wedding date, or a material venue/location change requires a signed amendment confirming availability, scope, pricing and treatment of existing payments. No automatic transfer or indefinite credit is promised. If Clients abandon the original date without an agreed replacement, Section 12 applies. Any rebooking credit must be stated expressly in the amendment. A change requested by Clients does not automatically oblige Anna or the team to attend a new date.

If the Coordinator cancels for reasons within its control, without Clients' material breach, and cannot provide a reasonably qualified replacement acceptable to Clients acting reasonably, the Coordinator will return payments allocated to unperformed services. Any deduction for completed work must be reasonable, documented and not duplicate a retained charge; unperformed event-day services are not treated as fully earned merely because prepaid. This provision does not waive remedies that cannot lawfully be waived.

Neither party is liable for delay or nonperformance to the extent directly prevented by events beyond its reasonable control, such as government closure, evacuation order, serious natural disaster, venue destruction, or comparable emergency. Ordinary rain, personal preference, higher costs or financial difficulty alone do not excuse performance where safe lawful performance remains feasible. The affected party shall promptly notify the other and use reasonable efforts to reduce the effect.

For a genuine force majeure event, the parties will first discuss a feasible rescheduling amendment; neither must accept an unavailable date. If performance cannot reasonably proceed and no amendment is agreed, the Coordinator may retain only reasonable documented compensation for work actually completed and authorized nonrecoverable third-party commitments, and will refund the balance. Section 12's breach-based liquidated damages do not automatically apply where neither party is in breach.

14 Materials and portal

Clients may use the wedding-specific final timeline and delivered coordination materials for their own wedding and share them with their vendors. The Coordinator retains ownership of its pre-existing templates, methods and systems. Clients shall not resell or commercially reuse them. Materials provided by Clients remain theirs, and Clients authorize their necessary sharing with the contracted event professionals for coordination.

A portal is an organizational aid. Preview checklists, sample timelines, status labels and uploaded marketing materials are not signed scope changes, proof of booking or guarantees of completed work. Clients may request an email copy of critical final documents if portal access is unavailable. The Coordinator will use reasonable care with personal information and share it only as reasonably necessary for performance, administration or lawful obligations.

15 Allocation and limits of liability

The Coordinator owes reasonable professional care in performing its stated services. To the fullest extent permitted by law, the combined aggregate liability of the Coordinator, Anna, its employees, assistants and independent personnel for contract claims and ordinary negligence arising from these services is limited to the service fees actually paid under this Agreement, not a separate limit per person or claim. The parties intend this limit to cover claims alleging the Coordinator's or its personnel's own ordinary negligence. Each included team member is an intended beneficiary of the conduct protections and liability limits. Clients acknowledge that this limits recovery even if a greater loss is alleged. Initials _____ / _____

To the extent lawful, neither party is liable for speculative or consequential losses, such as lost enjoyment or emotional distress arising solely from a contract breach. No limit or exclusion applies to fraud, willful misconduct, gross negligence, or liability that cannot lawfully be limited, including any nonwaivable personal-injury liability. No provision waives statutory consumer rights. Express refund obligations remain enforceable and are not eliminated by this section.

16 Third party claims and insurance

Clients shall indemnify the Coordinator against third-party claims and reasonable costs only to the extent caused by Clients' own negligent or wrongful acts, their breach of this Agreement, or acts of persons under their direction or control. This obligation does not cover the Coordinator's own negligence, gross negligence, willful misconduct or breach, nor automatically cover every act of an independent guest or vendor. Liability is allocated according to each party's responsibility; there is no double recovery. The Coordinator will give prompt notice and reasonable cooperation and may not settle a claim imposing an obligation on Clients without their written consent.

Clients are encouraged to obtain event liability and cancellation coverage and must satisfy any venue insurance requirements. Coverage depends on the policy; the Coordinator does not advise on or guarantee insurance reimbursement. The absence of insurance does not enlarge or reduce the duties expressly assumed here.

17 Disputes and written notices

Florida law governs, excluding conflict-of-law rules. Subject to applicable jurisdiction and mandatory venue laws, proceedings shall be brought in a court of competent jurisdiction in Manatee County, Florida. The parties will first attempt a good-faith resolution through written notice describing the dispute and requested remedy, followed by a discussion within 15 days where reasonably practicable. This does not prevent urgent court relief, a timely small-claims filing or action needed to preserve a limitations period.

In an action to enforce this Agreement, the prevailing party may recover reasonable attorney fees and court costs, including on appeal, to the extent allowed by law. No mandatory arbitration or waiver of access to court is created. Neither party may misstate facts to a payment provider; lawful dispute and chargeback rights are preserved.

Formal notices go to the email addresses entered in Section 1 and the signature blocks. The sender shall retain delivery evidence and promptly use an alternate known contact if a message bounces or fails. An email is not deemed received solely because it was sent if there is evidence of failure. On the wedding day, urgent operational and safety notices may be communicated in person or by phone/text, then documented by email as reasonably practicable.

18 Entire agreement and signatures

This Agreement, completed booking details and mutually signed change orders constitute the parties' agreement for coordination. The updated Ariana and Adam Month-of Wedding Coordination proposal identifies the offered services, all of which are expressly set out here; this Agreement controls conflicts, especially the six-week and three-person accommodations. Invoice shorthand, informal discussions and portal copy do not expand the services expressly promised in this Agreement.

Changes to price, duties, staffing, date, cancellation obligations or other material terms require a written amendment accepted by the Coordinator and affected Clients. A timeline approval alone is not such an amendment. Neither failure to enforce a provision nor a one-time accommodation waives future enforcement. Unenforceable terms are severed to the extent lawful without rewriting the parties' essential bargain. The Coordinator is an independent contractor.

The parties consent to electronic records, counterparts and electronic signatures intended to authenticate this Agreement. Each signer confirms authority to sign, opportunity to read and ask questions, and agreement to the completed terms. Financial responsibility must be expressly accepted in the capacity stated below. All required bracketed booking fields must be completed before execution.

19 Execution and specific acknowledgments

Event: Ariana Mozner and Adam Gadaev wedding on June 20, 2027. Base fee: $2,950.00; tax calculated at 7%: $206.50; total: $3,156.50, subject to tax confirmation under Section 7 and separately approved additions.
By signing, Clients acknowledge: preparation begins May 9, 2027; the included team is three people TOTAL including Anna Filippovich, not three plus Anna; each of the three has 10 consecutive hours; the Bridal Assistant serves Ariana only; more than 120 guests requires a separately paid additional assistant; and physical installation, styling and breakdown are excluded.
Client initials for these acknowledgments: _____ / _____

Contracting Client and Financially Responsible Party 1

Legal name: _____
Capacity: Client and Financially Responsible Party
Email: _____
Address: _____
Signature: _____ Date: _____

Contracting Client and Financially Responsible Party 2 if applicable

Legal name: _____
Capacity: Client and Financially Responsible Party
Email: _____
Address: _____
Signature: _____ Date: _____

Each person signing above expressly accepts the stated financial obligations. Add another signature block if an additional person will contract or assume financial responsibility.

Coordinator

Legal entity: [complete] doing business as Amalfi Events Design
By: Anna Filippovich, authorized representative and included Lead Coordinator
Signature: _____ Date: _____
Email: fili_anna@amalfieventsdesign.com

Final booking information to complete before execution

Complete the legal business entity, contracting Clients, venue addresses, estimated guest count and authorized Representative. Shift times may be set later through the written scheduling process in Section 5. All other bracketed booking information must be completed before signing.