

25 MUST-ASK QUESTIONS WHEN CHOOSING *a coordinator*

1. *Are you a certified wedding planner?*
2. *How long have you been planning/coordinating?*
3. *Are you insured? (Although this is not required at THE SPRINGS, it's still good to know!)*
4. *Are you available on my wedding date?*
5. *Have you ever planned/coordinated a wedding at my venue?*
6. *What kind of packages do you offer? What is the pricing for each?*
7. *Do you require a deposit? How much is it and when is it due?*
8. *Do you provide a written contract?*
9. *What is your cancellation policy?*
10. *How many phone calls/meetings are included with our planning/coordination package? What is the best way to contact you throughout the planning process?*
11. *Which parts of the planning process do you take care of and which parts am I responsible for?*
12. *Do you have recommendations for other vendors? (catering, DJ, floral, etc.)*
13. *Will you attend my other vendor meetings?*
14. *Will you help me create and stick to an overall wedding budget?*
15. *Will you help me create a wedding day timeline?*
16. *Will you help me create a floor plan for the reception?*
17. *In case of inclement weather, will you help me create a Plan B for an indoor ceremony and reception?*
18. *Do you help plan/coordinate the rehearsal dinner/morning after brunch?*
19. *Will you be onsite the day of the wedding or will you be sending someone else?*
20. *Will you have an assistant with you?*
21. *What time will you arrive/depart on the day of the wedding?*
22. *Do you attend our dress rehearsal? If so, do you run it?*
23. *Do you help setup/decorate?*
24. *Do you assist with breakdown/cleanup at the end of the night?*
25. *In case of emergency and you are unable to be present, who do you plan on sending in your place? What are their qualifications? What is their contact information?*