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? (not required at THE SPRINGS, but 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?
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?

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