

Wedding Coordinator Questionnaire & Checklist

- _____ What are the different wedding packages?
- _____ What time do you start? (On the wedding day)
- _____ How late do you work during the wedding day?
- _____ What is the overtime cost per hour?
- _____ Is there a minimum time requirement?
- _____ Are there extra charge if there is an assistant?
- _____ How many wedding have you done?
- _____ How large or small of a wedding have you ever worked on? (Number of Guests)
- _____ Are you familiar with different cultural practice for wedding ceremonies? (Chinese Banquet Style Pictures) (Tea Ceremonies)
- _____ Are there extra charges for travel?
- _____ Can you give me references from previous clients?

Note: It's really important to verify with previous clients see client questionnaire for guide (below)

- _____ Can I see pictures of previous weddings (if any)?
- Accreditation or member of Associate of Wedding Professionals? _____ What will be your primary responsibilities?
- _____ If they have any affiliations (or receiving any commissions) with places they recommend – there's nothing wrong with this as long as it is disclosed to you and that you're still getting the best value for your contract. What is your fee structure? Percentage of wedding cost? By the hour? Flat fee?
- _____ Are you a full service consultant? From Start to finish (e.g. Shop for gowns to final details of the wedding day)

Questions for previous Clients/References

- _____ Is the coordinator Flexible? (adapt to change in plans easily)
- _____ Did the coordinator show Professionalism (handle stress/crisis well)
- _____ Was the coordinator helpful – (have great ideas, save them money?)
- _____ Is the coordinator Reliable – (on time, fulfill promises, Full-fill obligations)
- _____ What was the best quality of this coordinator? The worst?
- _____ Would you recommend the coordinator to friends?

Suggestion: When calling references, be sure to ask if it is a good time to be calling the previous client. Limit your questions as not to over impose or take up too much of their time. (No more than 15 minutes)