

Rev. Diane Walker
Customized Ceremonies
Weddings, Holy & Civil Unions

Officiant Agreement

Thank you for your recent decision to consider me to officiate your wedding ceremony. I would be delighted to conduct your service. When you have selected me as your officiant, we can start our planning with the initial consultation. Below is my standard ceremony agreement. If you have any questions or special requests, please let me know. You may also wish to visit my website at www.Revdianewalker.com for more information.

The Ceremony

I assist you in creating a personally tailored ceremony and encourage your involvement and personal touches. I am delighted to perform ceremonies from a range of traditional to those with more of an individual expression, and from the smallest and intimate to the most elaborate.

I have experiences and resources for wedding ceremonies, readings, music, and much more. My resources come from many cultures and backgrounds to assist in making your wedding special and tailored just for you.

Out of Town Weddings:

I am happy to travel out of town to perform your ceremony. There is an additional travel allowance in that event. The current corporate mileage charge applies for locations outside of Jefferson County. If the ceremony is held at a location or time that requires overnight travel, you agree to provide a room of decent quality for our stay before the next day's travel.

Rates

My charge is \$350 to plan and officiate your ceremony. The services you receive for this cost also includes a personal interview, sample ceremonies & resources, as many emails/phone calls as needed to finalize the ceremony, performing the ceremony and preparing the legal document. I am there to support you from our first meeting all the way through to the completion of the ceremony. I address and help the planning of the entire wedding ceremony process from guests arriving through the recessional.

For ceremonies requiring a rehearsal, the charge is \$100 for a well-organized and fully facilitated rehearsal.

To reserve your date with me, I require a non-refundable deposit in the amount of \$200 upon accepting and signing the terms of our agreement. The balance of all of the above applicable fees shall be payable either at the rehearsal or by the day of the wedding.

Note: There are ceremonies that do not require all of the elements above. The prices will be adjusted accordingly and reflected in the applicable charges section at the bottom of this document.

I would be delighted to work with you. If what I offer is what you're looking for, the next step would be to schedule our initial consultation to start the planning.

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Should you have any questions or requests, I welcome them. I look forward to hearing from you. Meanwhile, if you decide to accept this offer than please sign below signifying your acceptance and return this with a check for the deposit.

*Thank you again for contacting me.
Best Wishes,*

*Rev. Diane Walker
502-548-5377
lifecycles11@gmail.com
www.weddingwire.com*

Print Couple's Name: _____

Address: _____

Wedding Date: _____

Cancellation Policy:

If the couple cancels services after this agreement is signed and deposit paid, they shall forfeit their deposit to the officiant.

In the unlikely event that the officiant is unable to perform the ceremony due to illness, hospitalization, family emergency, transportation breakdown, natural disaster, act of God or any other unforeseeable causes, she will make every possible attempt to notify the couple. The couple will receive a full refund for all pre-paid services and the couple agrees that the officiant will be held harmless for any damages (including punitive) due to the non-performance of the ceremony.

Agreed: _____ *Date:* _____
Client's Signature

Agreed: _____ *Date:* _____
Client's Signature

Make Check Payable to Rev. Diane Walker: 722 West Spring Street, New Albany, IN 47150

Applicable Charges: (Rev. Diane Walker to complete)

_____ wedding; _____ rehearsal _____ mileage

Total amount due: _____ Deposit: _____ Date Paid: _____ Balance due: _____