

# WEDDING PLANNING & COORDINATION SERVICES

## SERVICE

### Full Service Planning & Event Design

### Wedding Day Coordination

**INTERVIEW & CHECKLISTS** to learn about you, your vision, and keep you on track



**CHECKLISTS & REMINDERS** to keep you on track and ensure details are not overlooked



**EVENT FACILITATION** Complete wedding day management and day-of execution



**CREATIVITY** in design, to personalize & customize your details and experience



6 weeks out

**WE ARE HERE FOR YOU**—Unlimited communication via email and text from time of contract. Pre-scheduled phone calls, meetings, and /or video chats



6 weeks out

**EVENT RESUMES** detailing your plans, vendor services, and products



6 weeks out

**EXPERIENCE & EXPERTISE**— Almost 3 decades of event planning experience on the Hawaiian Islands and in California, at all types of venues with a variety of professionals



6 weeks out

**VENDOR CURATION & COMMUNICATION**— careful curation of the best resources for your event's success & communication of details with them



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**BUDGET GUIDANCE & SAVINGS** - Flat Fees, no percentages and no commissions. Budget guidance and 100% transparency. We share our discounts with you!



no discounts

**REHEARSAL & WALK-THROUGH**— day before your event so we are all on the same page and you can feel at ease, let's get rid of those jitters



6 weeks out

**EMBELLISHMENTS**— access to our select inventory to embellish your event design and experience



for a fee

**ATTENTION TO DETAIL**— We review your agreements & contracts to make sure all terms are understood and met.



6 weeks out

**VENUE SELECTION ASSISTANCE**— We research, coordinate, and visit venues to help you find the best option for your wedding needs.



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**EVENT DESIGN & RENTALS**— assist you with your wedding aesthetic and the vendors to create it, including custom mood boards of your vision



6 weeks out

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**FLOOR PLAN** designed with client, venue, and vendors to provide guidance of set up and placement on the day of your event (logistics)



**TIME MANAGEMENT**- Timeline creation and management of wedding details, including scheduled deliveries & services for your event, set up & strike times



**TROUBLESHOOTING**- stuff happens but you won't know because we calmly solve problems & are prepared with a plan B



**MONTHLY CHECK INS**-Monthly email check-ins to ensure everything is going as planned and offer some helpful handholding.



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**PROOFREAD** your invitation suite and signage before they go to print



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**VIP SERVICE**- quick response time, above and beyond service, honesty, full transparency



**SET UP TO BREAK DOWN**- We are on site from set up to breakdown.



**CURATED PROFESSIONALS**- careful curation of the best resources for your event's success



full vendor list provided

**EMERGENCY KIT**- full access to our emergency kit on your wedding day (our treat, we don't charge you!)



**CUSTOMIZATION & PERSONALIZATION**- creative suggestions to make YOUR wedding about YOU so it stands out from the others



6 weeks out

**POINT OF CONTACT** on the day of your wedding



**PERSONAL ITEMS**- Arrange for ALL your personal items to be packed up and given to a designated family member, room, and/or vehicle.



**COORDINATION TEAM** - At least one additional event manager on the wedding day, taking full direction from your Lead Coordinator



**WEDDING ETIQUETTE & ADVICE**



# SERVICE

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GET YOU ALL DOWN THE AISLE



FASHION INPUT & EXPERTISE



6 weeks out

ASSISTANCE WITH WEDDING WEBSITE



6 weeks out

ASSISTANCE WITH GUEST EXPERIENCE - welcome bags, travel, accommodations, activities, wedding day transportation



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ENSURE YOU MISS NOTHING ON YOUR WEDDING DAY- You will eat, drink, spend time with your guests, enjoy your wedding, & spend time together



Recommend and source personalized wedding detail items



6 weeks out

Obtain final guest count and seating plan from couple & share with caterer, venue, bar company, etc.



Make sure couple and wedding party have food and drinks during post-ceremony photo session



Reserve seats for VIPs for Ceremony



Set up Place Cards, Escort Cards, Signage, Guest Book, Card Box, etc.



Liaise and Cue MC, Speakers, Entertainers, etc.



Oversee tear-down/striking at the end of the night, ensure rubbish removal



CONTINGENCY PLANNING because stuff happens and we need a Plan B



CUSTODIAN of the marriage license, ketubah, ritual items, and rings



# PRICING

## Full Service Planning & Event Design

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Weddings of 50 guests or fewer	from 4200	from 3225
Weddings of 99 guests or fewer	from 4750	from 3765
Weddings of 150 guests or fewer	from 5500	from 4525
Weddings of 151 guests or more	from 6000	from 4995
PLUS Administrative fee of 10%	✓	✓
All prices in USD, plus tax	✓	✓