



MAUI, HAWAII



www.youralohawedding.com
808.283.3022

“Day Of Wedding” Coordination Package

ONE MONTH PRIOR WEDDING CHECK IN

We ask that you send us your list of vendors & invoices, wedding day itinerary, layout design and list of all decor items we are to set up (table numbers, escort cards, guestbook, gift cards holder, ceremony programs, menus, favors, etc.). We will review all information and let you know if anything is missing or needs adjustment. We also check in with each vendor to let them know we will be your on-site wedding coordinator & to see if they need any final details.

WEDDING REHEARSAL

Coordination of wedding rehearsal with you & your wedding party
Review of Wedding Day Itinerary with you & your wedding party
Q & A session
Walk through of property (if available)
Review of Property Layout
Review of Décor set up

ON-SITE WEDDING DAY COORDINATION

One On-Site Wedding Coordinator for your entire wedding day (10:00am to 11:00pm)
Optional second coordinator can be added for an additional fee if decor set up is extensive and if extra help with greeting and ushering guests is needed

Management of all vendors at event, ensuring that arrival/set-up times and all contracted services are fulfilled

Overseeing set up and break down of all vendor services, ensuring correct placement

Management & Implementation of Wedding Day Itinerary

Distribution of flowers to wedding party

Set-up of all decor items such as programs, guestbook, escort cards, seating chart, bar menu, place cards, favors, gift cards box, cake cutting set, toasting flutes, menus, table numbers

Greeting of guests and direction throughout wedding day

Assistance with seating of guests and family members prior to ceremony

Direction of wedding party processional and recessional

Direction of signing of marriage license

Ensuring all gifts, personal decor items, remaining wedding cake and bar items (if applicable) are distributed to a designated member of the bridal party or family at end of event

Distribution of vendor payments and gratuities on wedding day if not paid in full prior to wedding day

Wedding Kit

(We bring an array of "just in case" items that may be needed on your day to include a First Aid kit, tape, scissors, sewing kit, lighters, safety pins, bobby pins, pens, markers, hair spray, eyelash glue, bug spray, ribbon, and more)

PACKAGE RATES

Up to 50 Guests: \$1,750.00
51-100 Guests: \$2,250.00
101-150 Guests: \$2,750.00
151 or more Guests: \$3,250.00

YOUR ALOHA WEDDING COMPANY FEES

In order to book your date with us, we require a \$750.00 retainer. This includes everything detailed above.

ADDITIONAL FEES

State of Hawaii G.E. Tax (4.1666%) applies to all services.

If making payments via credit card, there is a 3% processing fee on all transactions.

If you do not have a professional catering company booked for your wedding, you will need to book additional staff for set up (tables, linens, chairs, place settings), table service & clean up. If additional staff is required, we are able to provide this for you at an additional hourly rate of \$45.00 per hour per staff.

DEPOSITS AND PAYMENTS

An initial retainer of \$750.00 is required to secure *Your Aloha Wedding Company, Inc.* for your event. The remainder of your balance will be due 30 days prior to your wedding.