



MAUI, HAWAII



[www.youralohawedding.com](http://www.youralohawedding.com)  
808.283.3022

Aloha, and thank you for your interest in *Your Aloha Wedding Company, Inc.* We are a full-service event coordination and design team based on the island of Maui, Hawaii.

Because every wedding is truly unique, we specialize in customization and personalization of each and every element of your wedding day. We work closely with you to achieve your vision of your perfect wedding celebration.

Our goal is to provide you with superior service and attention to detail while guiding you through every step of the planning process. *Your Aloha Wedding Company* offers a winning combination of impeccable organizational skills, enthusiasm and honesty that helps make your planning experience as enjoyable and stress free as possible. The result is an amazing, unforgettable celebration for you to share with your family and guests.



## **Full-Service Wedding Coordination**

*Your Aloha Wedding's* specialty is full-service coordination. This service provides a seamless, creative and unique planning experience for those who prefer to have all of the legwork taken care of while maintaining control of their wedding planning. We manage every technical detail in regard to the event, and offer customized event design services molded to match your personal tastes and style. In addition, we offer an array of optional add-ons should you need additional assistance outside of your wedding day.

### *INTRODUCTION*

The first two steps to planning are to choose your date and venue. We begin by discussing your personal preferences at length. We get to know you as a couple, your likes, dislikes and style. By establishing an overall theme or feel for your day, we are then able to guide you in the right direction for the right vendors.

If you are planning an advance visit to Maui, we will create a pre-planning itinerary for your trip. We will set up appointments to view your wedding venue as well as tastings with caterers and cake makers. Should time permit, we will set additional appointments with your officiant, floral designer, stylist, photographer and other desired vendors.

### *VENUE CONSULTATION & BOOKING*

Venues:

*Your Aloha Wedding* offers an array of beautiful, private wedding venues for you to choose from. We provide you with photos, pricing and pertinent information for each venue to include capacity, location, curfew and guidelines.

Booking Your Venue:

Once you have chosen your venue, we will check on availability and place a hold for your date. We then confirm and sign contracts on your behalf.

Insurance:

Most venues will require a liability insurance policy for your event. *Your Aloha Wedding* holds up to \$2 million in liability insurance and will provide coverage for your event.

## *ITINERARY*

Once your date and venue have been chosen, we begin by creating a detailed, full wedding day Itinerary to help you envision how the day's events can flow. Your itinerary will also lend ideas for fun traditions and activities you may wish to include. This also will help with determining the length of time needed for each vendor. Your final Itinerary will be reviewed with each vendor to ensure the smooth flow of the day.

## *VENDORS & SERVICES*

### Vendor Recommendations:

*Your Aloha Wedding* works with only the best, most professional vendors in Hawaii. We have carefully selected each vendor over the years that have proven to be the most professional, talented and highest rated for every event.

### Vendor Bookings:

*Your Aloha Wedding* takes care of reviewing and negotiating all contacts and manages all vendor payments, so you are not left overwhelmed by a great number of invoices that are constantly changing and being updated. Full service coordination requires that all vendors directly involved with your event be booked directly by *Your Aloha Wedding*, allowing complete quality assurance.

### Vendor Confirmations & Communication:

This includes throughout the scope of planning as well as final confirmations close to your wedding date.

### Set-up & Break-down:

We create an itinerary for each vendor as to set-up and breakdown times in correlation with one another. This is re-confirmed with each vendor and the venue close to your wedding day.

## *EVENT DESIGN*

### Design:

Consultation on Style, Theme & Palette in relation to Rentals, Flowers, Layout & Decor ideas to fulfill your wedding vision.

### Decor Ideas:

We will provide photos and ideas via email, website links & Pinterest boards.

### Rentals:

We offer a wide variety of rentals options to include tables, linens, chairs, tents, canopies, dance floors, furniture, creative lighting concepts, installations and props.

**Floral Decor:**

We work closely with you and your floral designer on ceremony and reception concepts that complement your palette, style, theme and rentals.

**Layout:**

Once your rentals have been chosen, we create a custom layout design for your venue.

**Communication:**

Your coordinator communicates all ideas between floral designer, rentals/props, lighting and linens vendors to ensure cohesion of overall effect.



## **FULL SERVICE WEDDING COORDINATION PACKAGE**

### *WEDDING REHEARSAL*

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

### *ON-SITE WEDDING DAY*

- One Wedding Coordinator included.
- Additional assistants may be necessary depending on logistics of event.
- 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 gratuities

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)

### *PLANNING SERVICES THROUGHOUT PLANNING PROCESS*

Unlimited emails & phone conversations between coordinator, clients & vendors throughout the planning process

A comprehensive "Wedding Profile" to include a detailed itemization, payment schedule, final booking schedule/deadlines, breakdown of your vendor & event details and wedding day itinerary.

Recommendations for booking travel & accommodations.

Recommendations & booking of group activities for your wedding week

Recommendations & booking of pre-wedding day preparation

Advice on wedding etiquette

Shipping Services: We accept any boxes or packages you may wish to ship in advance and hold at our offices until you arrive on Maui.

### *VENDORS & SERVICES*

Your Aloha Wedding Company will offer you a selection of vendors for each category of planning. We will negotiate all contracts and book them for you. We will keep them updated throughout the planning process and reconfirm them near your wedding date.

These vendors include the following....

Venue

Permits

Officiant

Marriage License Services

Photography

Cinematography

Musician & Entertainment

DJ/MC Services

Audio-Visual Services

Floral Design

Table Design

Rentals (tables, chairs, linens, tents, dance floors & more)

Lighting

Catering, Bar, Cake & Desserts

Transportation

Stylist  
Accommodations & Travel services  
Activity services

### *YOUR ALOHA WEDDING COMPANY FEES*

A 20% coordination fee will be added to the total services booked and handled by *Your Aloha Wedding Company, Inc.*, with a \$4,000.00 minimum. We require all services directly involved with the event be booked or handled through *Your Aloha Wedding Company*.

### *ADDITIONAL FEES*

State of Hawaii G.E. Tax (4.167%) applies to all services.

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

### *DEPOSITS AND PAYMENTS*

An initial retainer fee of \$1,500.00 is required to secure *Your Aloha Wedding Company, Inc.* for your event. The remainder of your balance, along with your vendor and service costs will be billed as follows:

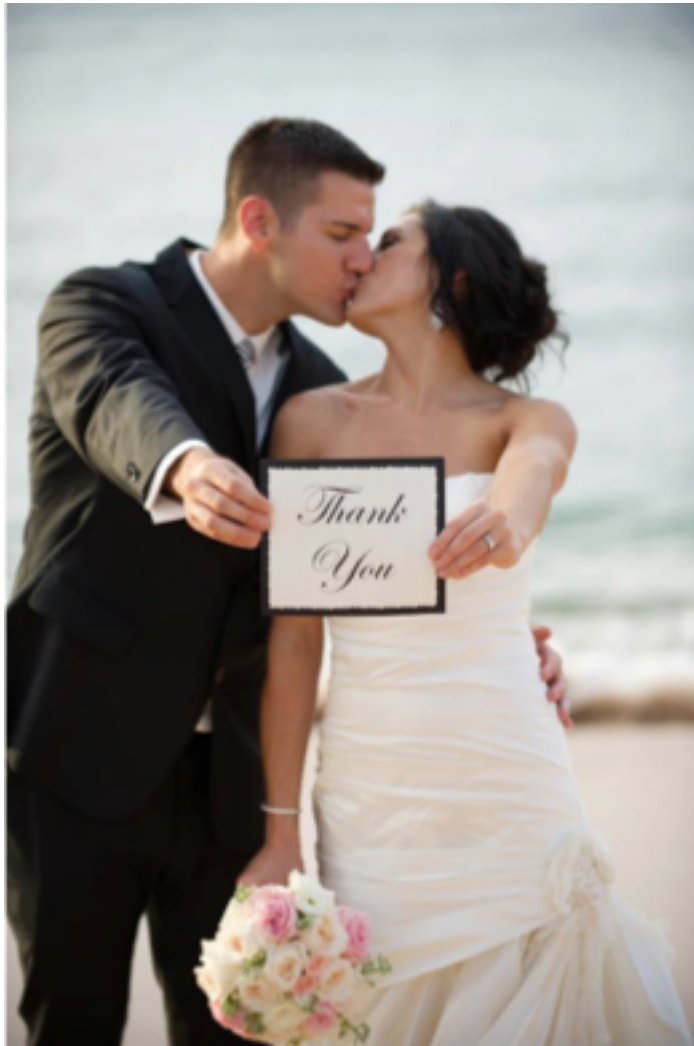
Vendor/Venue Deposits: Due upon booking the vendor in accordance with their policy

First Payment: 3 months prior (1/2 of total estimated costs)

Final Payment: 1 month prior (all additional unpaid balances due in full)



When you are ready to begin planning your wedding celebration, please contact our coordinators at *Your Aloha Wedding Company*.



Thank you for considering *Your Aloha Wedding Company* as your wedding consultants. Let's start planning!

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