



Wedding EVENT COORDINATION

OUR PROMISE

The Gourmet Events Hawaii on-site coordinator serves as the point person for the entire day. This coordinator is the person that all other vendors approach to resolve any last-minute issues. With your seasoned coordinator on-site, vendors do not need to bother the bride, groom, or their families with any questions or directions to the nearest outlet, etc. All of that activity remains “behind-the-scenes.” The couple can enjoy every moment of their special day, and rest assured that the vendors, guests, and the event itself are in excellent hands!

“DAY OF” SERVICES — \$2,000

- Our “Day Of” Wedding Event Coordination begins at the time of confirmation with Online Access to the GEH “Organize My Wedding” Handbook and the GEH Vendor List.
- Finalization of Wedding Details to begin with “Day of” Coordinator 30 days prior to wedding, ensuring all details have been considered and all vendors confirmed.
- Coordinator’s Assistant required for parties of 51-150 (Additional \$475)

PLANNING GUIDE & TIMELINE

- GEH “Organize My Wedding” Handbook®: A comprehensive document which provides a month-to-month action list for the wedding planning process and a place to track all wedding related details including complete day of timeline, ceremony and program details, vendors, budgets, bridal party and family contacts, and more.
- “Day of” Timeline preparation, communication with all vendors, and implementation the day of.

VENDOR MANAGEMENT

- Recommendations to over 100 island vendors (*Floral, entertainment, photographer, cake, officiants, etc.*)
- Communication of Timeline and “Day of” Strategy with all vendors one week prior to wedding day.
- Distribution of final payments to all vendors on “Day of.”

COORDINATION

- Rehearsal and Ceremony coordination (*communication with musician, officiant, and directing wedding party.*)
- A coordinator to attend and guide the rehearsal.
- Coordinator to be on-site, from start to finish, “day of,” overseeing all aspects of the celebration.
- Greeting all vendors and providing direction and assistance as needed.

ADDITIONAL SERVICES

Vendor Administration

If you would like to forgo the time-consuming process of vendor coordination, you can hire Gourmet Events Hawaii to secure contracts with one or more vendors from our vetted vendor list. Includes price and service comparison of up to 5 vendors for each service, booking, confirming service, and handling all deposits, contracts and payments. *Administrative fee is 15% of total vendor invoice.*

Additional Support

Additional Coordinator’s Assistants required based on complexity of event. *Pricing determined by tasks.*

Preparation Assistance

If you need additional assistance with “week-of” wedding preparation, Gourmet Events staff can be provided to support you in all aspects of your wedding preparation. Think of us as your “Personal Assistant” for the week, one of the busiest in your life!
Pricing determined by tasks.