

A Maui Wedding Day

wedding and event planning



A MAUI WEDDING DAY DESCRIPTION OF SERVICES

-FULL SERVICE BOUTIQUE WEDDING PLANNING AND COORDINATION

A Maui Wedding Day specializes in full service boutique wedding planning and coordination. We pride ourselves on offering to every client personal attention, professional customer service, innovative and creative event design and a selection of tried and true vendors.

A non-refundable \$1000. deposit for wedding coordination payable to A MAUI WEDDING DAY (hereinafter referred to as "AMWD") and receipt of this form, is required to confirm reservations and begin planning your wedding day. AMWD requires that all vendors are booked directly by AMWD, allowing complete quality assurance for the entirety of the event. Additional deposits may be required to secure vendors, locations, or services and may be non-refundable as required by the vendor or provider. All deposits will be applied toward your final invoice.

SERVICES:

AMWD provides full service wedding coordination. Full service wedding coordination includes:

Pre-Wedding Planning

- Wedding theme and design concept
- Assistance with selection of a date and location, including venue site inspections
- Recommendation of vendors for catering, floral, rentals, photography, beauty needs and other necessities
- Management of vendors including provision of estimates, entry into contracts, and management of the planning process with the vendors
- Coordinate onsite vendor visits and planning
- Budget analysis and management
- Site design and layout
- Creation and management of a detailed timeline
- Provision of required permitting and licensing
- Provision of liability insurance required by venue (if needed)
- Etiquette advice

The Rehearsal

- Coordination of and attendance at the rehearsal (1 hours)
- Review of Wedding Day itinerary
- Q & A session
- Review site layout
- Review décor set up
- Review parking
- Review arrival and departure times

Your Wedding Day

- On site wedding coordination throughout the event (10:00am to 11:00pm)
- Additional on-site coordinator can be added for an additional fee if details are extensive
- Coordinate and manage all vendors contracted by AMWD
- Overseeing setup and breakdown of **all vendor services, ensuring** correct placement
- Set up of all décor such as escort cards, menus, seating charts, favors, cake toppers, cake cutting sets, toasting flutes, table numbers
- Greet guests upon arrival
- Customer service throughout the event
- Direction of wedding processional and recessional
- Ensure all gifts, personal décor items are ready to go at the end of the event

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- Etiquette advice
- Direct the flow of events based on the agreed upon timeline

Post-Wedding

- Facilitate vendor set up and breakdown and return of security deposits if no damages

AMWD prides itself on offering to every client personal attention, professional customer service, innovative and creative event design, and a selection of tried and true vendors.

AMWD FEES:

AMWD charges a base flat rate coordination fee based on guest count plus an administrative fee as detailed herein:

\$3250.00 (up to 30 guests)
\$3500.00 (31 to 50 guests)
\$3750.00 (51 to 75 guests)
\$4000.00 (76 to 100 guests)
\$5000.00 (101 to 150 guests)
\$6000.00 (151 to 250 guests)

An administrative fee of 5% applies to each wedding/event. In addition, the State of Hawaii requires that we charge general excise tax of 4.166%.

AMWD does not charge for use of credit cards but does require that all payments be made in currency of the United States. Payments may be made to AMWD online via credit card or e-check.

All Services provided on a holiday will incur an additional charge. Holidays include, but are not limited to Valentine's Day, Easter Sunday, Thanksgiving, Christmas Eve and Day and New Year's Eve and Day.

PAYMENT SCHEDULE:

Payment #1: Payment of a non-refundable deposit of \$1000.00 and return of this Agreement will allow AMWD confirm its availability for your preferred event date and start confirmation of your reservations and begin planning your special day. If a venue has been selected, the deposit to hold the venue will also be required at this time.

Payment #2: Due 90 days after the execution of this Agreement), you will be required to make a second payment to AMWD consisting of deposits for catering, floral, rental, photography and any other secured vendor who requires a deposit. An accounting of the amount of this payment will be provided ten (10) days before it is due.

Payment #3: Forty-five (45) days prior to your event, the amounts outstanding on AMWD's fees, a \$1000.00 security deposit and any vendor invoices, will be due. Payments due and owing the day of the event (such as for an officiant) will also be due at this time. An accounting of the amount of this payment will be provided ten (10) days before it is due.

All final payments will be due and non-refundable 45 days prior to your wedding/event date.

Additional Expenses/Deposits: Some vendors and preferred locations require a deposit, partial payment or even full payment to secure the site or services. If that is the case, AMWD will inform you of this and will request payments outside of the Payment Schedule noted above. All payments must be made within ten (10) day of any request by AMWD in order to secure the location/vendor. Some of the requested payments may be non-refundable as required by the vendor. On occasion, an expense or vendor will be

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added as we get closer to your special date and after Payment #3 is made. These charges will be collected at the time the service/vendor is secured or on the day of the rehearsal.

VENDORS:

AMWD has over time developed a strong relationship with various vendors who provide services for events of this nature. In order to assure quality assurance for the entirety of the event, and facilitate management of the event timeline, AMWD requires that all vendors and services directly involved with the event to be booked through AMWD.

Please call or email for a complimentary wedding consultation. We'd love to help with your very special wedding day tailored to your personal needs. When you're ready to begin planning your wedding celebration, please contact our coordinators at A Maui Wedding Day

Thank you for considering A Maui Wedding Day as your wedding consultants! We're excited to get started!

(808) 280-0611

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<http://amauiweddingday.com/>