

month of coordination agreement

ALOHA FRIDAYS EVENT DESIGN

MONTH OF COORDINATOR(S) ROLE | *Depending on the Guest Count, AF will provide 1-2 Coordinators. If needed, additional coordinators will be available for an extra hourly fee.*

Aloha Fridays is here to help you get organized for Wedding Day! Once contract and deposit is complete, we will offer an initial consultation to explain the planning and coordination process. At this time, a list of Recommended Vendors will be offered. Client does not have to book the vendors listed, but they do come highly recommended. We prefer that you work with a Professional Vendor! Friends of friends are great, but the most flawless events happen when professionals do exactly what they are hired to do. Client will be responsible for booking of their own vendors, as well as vendor payment. AF will require a list of All Vendors Booked, 30 days prior to event. AF will step in 30 days prior to event to connect with all vendors, schedule set up/break down times for each and be there on the Day of the Event to ensure a smooth and memorable Celebration!

ONE MONTH PRIOR |

- Four weeks prior to event day AF will collect all vendor contracts and contact info.
- Three weeks prior AF will start organizing a timeline for the vendors and wedding party.
- Two weeks prior AF will send out a timeline and vendor list to everyone involved. During this time AF will make sure all of the details are covered, any missing details/payments will be addressed during this time to ensure the vendors are all on the same page.
- One week prior - Please provide any items you would like AF to set up for the Wedding (for example, Place cards (Seating Chart is due at this time - with names that correspond with the place cards), favors, guest book etc. Please note, everything needed placement must be in the order you prefer (alphabetical/table order), candles in their holders, everything unwrapped, all price tags off, everything ready to go.
- One day Prior AF will attend and coordinate your Ceremony Rehearsal along with your Bridal Party and Officiant (if available).

DAY OF WEDDING | AF will provide up to 10 hours of service, starting with arriving at the venue to ensure set up runs smooth. If available each additional hour of service is \$100/hr per Coordinator.

- AF will be there to direct all vendors, set up personal items, manage the timing and flow of the event (getting ready, ceremony, photos, cocktail hour, dinner, dancing, music), be your point of contact for any questions/concerns throughout, and take care of personal items and gifts at the end of the evening.
- Organize & distribute all personal flowers to wedding party, family members & special guests
- Make sure that all members of the wedding party are ready to properly line up for the processional & cue musicians
- Set up and break down table numbers/names, place cards, favors, toasting glass & serving set per your instructions
- Coordinate entertainment and all announcements/events with the MC during reception
- Ensure payment of vendors, tips & balances



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CANCELLATION/DEPOSIT | A \$1,000 non-refundable deposit is required to hold services for event date. Deposit will be applied to final bill and balance will be due 30 days prior to event. The date and service are not reserved until the deposit and contract are submitted to and received by Aloha Fridays. Upon receiving the confirmation of the services, AF will only be dedicated to Your Event on this Specific Date.

EXCUSED NON-PERFORMANCE/WEATHER | AF shall be excused from performing any obligations under this agreement for so long as such performance is prevented, delayed or hindered by fire, flood, hurricane, explosion, strikes or any other causes beyond reasonable control. In the event a natural disaster or act of God does occur, AF will reimburse the client their paid invoice excluding non-refundable expenses such as items bought on behalf the client by AF.

LIMIT OF LIABILITY | In the unlikely event of severe medical emergency, it may be necessary to retain an alternative coordinator. AF will make every effort within reason to secure a replacement. If such a situation should occur and a suitable replacement is not found, the responsibility and liability is limited to the return of all payments received for the event package. The limit of liability shall not exceed the contract price stated herein.

GUEST MAX | AF max is up to 200 guests for 2 coordinators. If guest count is over or duties exceed the number of coordinators booked, AF will decide if another assistant is needed and an additional fee will be added to the services. ****Please note: Client will be responsible for a vendor meal for each coordinator.*

SUBSTITUTIONS | AF reserves the right to make last minute substitutions only in the event the product received is not of the quality or suitable for the client's event or should the product specified not be available/out of season. In this event, the integrity of the proposed theme will be maintained and the product of the equivalent value will be used to ensure a smooth evening.

FINAL PAYMENT | Invoice is to be paid in full 30 days prior to the event by check or money order. Please note, returned checks will incur a \$35 processing fee, per check. Currently, we accept Check, Venmo or Apple Pay.

LOSS/DAMAGE | The client is responsible for loss/damage of items after the event. AF will organize the client's personal items/décor at the end of the night and give to the client prior to leaving. AF will not keep client's items after the event. Prior the event, no later than rehearsal day, AF will ask client to provide all items that they would like AF to set up, for example - favors, seating chart, place cards (names must match seating chart), guest book etc.

HOUSE RULES | AF is limited by the guidelines of the ceremony and/or reception venue. All rules set out by each venue will be followed and respected by AF.

MEDIA RELEASE | It is agreed that AF may display the use of any photographs taken for advertising/marketing in a way thought proper and thoughtful by AF. For the Client's Privacy, last names may be obscured if requested.

VENDORS | AF will solely recommend whom we have worked with in the past as well as offer past experiences. Each vendor we recommend is a professional. Client will be responsible for booking their own vendors. Please make sure you have a contract with each vendor.



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PLEASE COMPLETE THE FOLLOWING INFORMATION

CLIENT NAMES |

EVENT DATE |

GUEST COUNT |

CEREMONY & RECEPTION LOCATION AND TIMES |

CONTACT PHONE NUMBER & EMAIL |

DAY OF COORDINATION FEE |

DEPOSIT AMOUNT |

REMAINING BALANCE DUE 30 DAYS PRIOR TO EVENT DAY |

SIGNATURE |

By signing above, I have read and agree to the services, terms and conditions as stated per this rental agreement.

Please Make Check Payable To |

Aloha Fridays Event Design

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