

The King Kamehameha Golf Club

Kahili Golf Course



Event Coordinating

MMK Maui, L.P.
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www.MauiBanquets.com



Day-Of Coordinating Services

Unlike a full-service coordinator, a "Day-Of" Coordinator is for clients who want to do most of the planning themselves. On the day of the event, the client can still relax and enjoy as a Professional handles all the details of this special event.

Initial Meeting

Go over the expectations of the client and the coordinator.
Go over contract.

Two Weeks Prior

Meet to go over any arrangements that the client has already made with vendors.
Create and present the timeline to client.

The Week-Of

Coordinator to contact all vendors to confirm times and services.



Rehearsal Day (for weddings)

Choreograph the wedding ceremony.
Go over the procession, recessional, and where everyone stands for the ceremony with the wedding party.
Meet with bride and groom to confirm details for the wedding day. Collect wedding favors for the set-up of the wedding.



Ceremony Day

Set-up programs, favors, and ceremony items.
Ensure that the personal flowers have arrived and are at ceremony location
 Bouquets to bride, bridesmaids & flower girls
 Boutonnieres & Corsages to Grooms, groomsmen, ring bearers, and parents.
 Leis distributed
Make wedding party aware of any last minute details.
Ensure that the vendors (such as the minister, photographer, musician) has arrived and are in place.
Confirm ceremony music with the musician(s)
Work with vendors on cueing them when the procession is about to begin.
Communicate with wedding party on start time to ensure promptness.
Handle any emergencies that may arise
Line up bridal party for processional
Gather family and friends for after ceremony photos.



*Prices are subject to change without notice.
Additional 20% service charge and 4.166% Hawaii State Tax added to entire bill.
Service Charge includes a 4% administrative fee.*



Reception

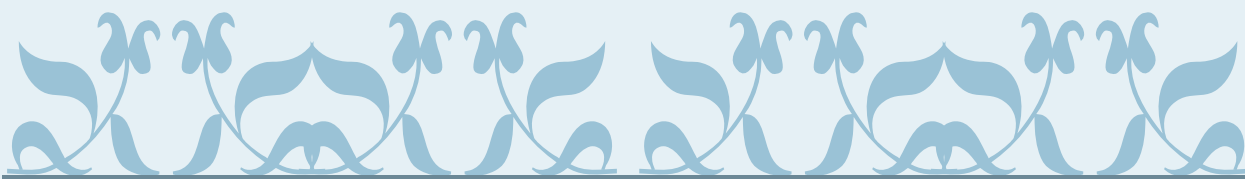
- Instruct vendors where to set-up
- Make sure flowers and décor are set-up according to the client's order.
- Meet with catering staff to confirm food timeline
- Set-up Guest book, Champagne Flutes, Cake Cutting Utensils, and Favors
- Set-up table numbers, names, and menu cards
- Help guests locate their tables/seats.
- Work with band/DJ/Emcee in staying along with the timeline. (First dance, cake cutting, etc.)
- Line up wedding party for the entrance
- Cue best man when it is time for the toast
- Alert catering staff when it is time for champagne toast, cake cutting, etc.
- Prevent and fix any problems that may arise during the event.
- Remain easily accessible to assist the client with any details that need attention.
- Pack up gifts/cards, top of wedding cake, and any miscellaneous items that the client will take home at the end of the night.



Ceremony Only \$500
Reception Only \$750
Ceremony & Reception \$1200



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Service Charge includes a 4% administrative fee.



Full-Service Coordinator

Initial Meeting

- Go over the expectations of the client and the coordinator.
- Go over contract.
- Go over ideas for décor and services needed for the event.



Planning Stage

- Schedule Marriage License for Wedding Couples
- Find out what permits are needed and make sure that the necessary applications are filed for the event.
- Creation of Timeline
- Scouting Bakers, Entertainment, Stationers, Florist, Photo/Videographer, Officiate, and all other vendors.
- Vendor Contract Review & Negotiation
- Budget Creation & Maintenance will be created to ensure that costs are in line with initial expectations.
- Vendor Confirmations: one month before, one week before, one day before.
- Create layout of room according to client's specifications.
- Management of Save-the-Dates, Guest Invitations and RSVPs.



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Rehearsal Day (for weddings)

Choreograph the wedding ceremony. Go over the procession, recessional, and where everyone stands for the ceremony with the wedding party.

Meet with bride and groom to confirm details for the wedding day. Collect wedding favors for the set-up of the wedding.

Retrieve all the payments and gratuity to distribute to vendors on wedding day.



Ceremony

Set-up programs, favors, and ceremony items.

Ensure that the personal flowers have arrived and are at ceremony location

Bouquets to bride, bridesmaids & flower girls

Boutonnieres & Corsages to Grooms, groomsmen, ring bearers, and parents.

Leis distributed

Make wedding party aware of any last minute details.

Ensure that the vendors (such as minister, photographer, musician) has arrived and are in place.

Confirm ceremony music with the musician(s)

Work with vendors on cueing them when the procession is about to begin.

Communicate with wedding party on start time to ensure promptness.

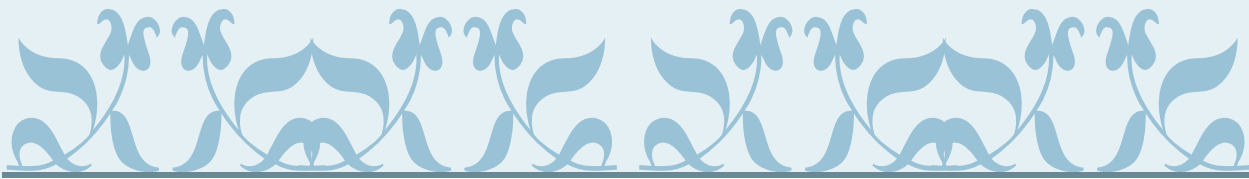
Handle any emergencies that may arise



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Service Charge includes a 4% administrative fee.



Reception

- Instruct vendors where to set-up
- Ensure décor and flowers are set-up according to the client's order.
- Meet with catering staff to confirm food timeline
- Set-up Guest book, Champagne Flutes, Cake Cutting Utensils, and Favors
- Set-up table numbers, names, and menu cards
- Help guests locate their tables/seats.
- Work with band/DJ/Emcee in staying along with the timeline. (First dance, cake cutting, etc.)
- Line up wedding party for the entrance
- Cue best man when it is time for the toast
- Alert catering staff when it is time for champagne toast, cake cutting, etc.
- Prevent and fix any problems that may arise during the event.
- Remain easily accessible to assist the client with any details that need attention.
- Pack up gifts/cards, top of wedding cake, and any miscellaneous items that the client will take home at the end of the night.
- Disbursement of payment and gratuities to the vendors



\$2500 plus any additional services booked.





For more information or to book services contact:

Ánela Gutierrez, Event Manager

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