

FOOD FOR THE SOUL

Day of Planning



Vendor Guide:

Food For the Soul works with only the best, most professional vendors in Hawaii. Over the years we have carefully selected each vendor on this guide. We believe each vendor has proven to be the most professional, talented and highest rated for every event.

Quarterly Phone Calls:

Let's Chat! Every 3 months we will schedule a call and discuss everything from A to Z. Getting to know you and your partner, scheduling, and informing are the goals of our quarterly phone calls.

Unlimited E-mail Contact

If you have a question in between our quarterly phone calls, just ask!

Clients of Food For the Soul can email at any time leading up to your wedding day. I am happy to answer any questions you may have via email. Due to the nature of our business, please allow 24 - 48 hours for a response via email.

Create Wedding Day Itinerary:

Let's Plan! Do you want to do a First Look or a First Dance? We must schedule these precious moments to ensure that each of them melts into the next. Food For the Soul will ensure this occurs by working with you to create an itinerary that encompasses all of the moments you wish to create throughout your wedding day.

- Things go much smoother when everyone is on the same page. To make sure this is the case, Food For the Soul will send out the custom itinerary to all of the clients vendors.

Link Provided to Obtain Marriage License:

Let's make it official! Six weeks out from your special day we will provide a link that will assist you and your partner through the process of obtaining your marriage license.

Rehearsal:

Practice makes Perfect! Based on availability, the day before your special day our associate coordinator as well as the entirety of your bridal party meet at your venue and go through the procession of your ceremony and go over any final details.

Associate Event Manager On-Site:

A Food For the Soul Associate will be onsite the day of your event to assist with the guest book table, seating arrangement, execute itinerary, and to ensure venue rules are followed and implemented. Our associate will also pack up any decor items and have them ready for clients departure.

Liability Insurance:

The State of Hawaii mandates that clients acquire liability insurance for the day of their event. Our team will acquire the insurance for you.



FOOD FOR THE SOUL

Full Service Wedding Coordination



INCLUDES

Phone Calls & Emails
Venue Guide
Venue Consultation and Booking
Itinerary
Vendors and Services
Event Design/Floral Design
Link to Obtain Marriage License
Access to Private Decor Inventory
Rehersal and Walkthrough
On Site Coordination Day of Event
Wedding Processional
Liability Insurance

Food For the Soul was designed and created for full-service coordination. We are experts and love bringing all of our clients dreams and ideas to life. Full-Service is the best option for clients that would prefer to provide their vision and then allow our team to curate a unique planning experience and an even more unique wedding day to go along with it. Our team will take care and pay meticulous attention to each and every detail of your event.

Phone Calls and Emails:

Every two months we will schedule a phone conversation to discuss planning in further details. If you have a question in between calls please email the lead coordinator at any time.

Venue Consultation and Booking:

Venues:

Food For the Soul has a variety of beautiful, private wedding venues for you to choose from. We provide you photos, pricing and pertinent information for each venue to include capacity, location, curfew and guidelines.

Booking Your Venue:

Once you have decided on your venue, our team 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. Food For the Soul holds up to \$2 million in liability insurance and will provide coverage for your event.

Itinerary

Now that your date and venue are decided, we will begin creating a detailed, full wedding day itinerary. We will work together to make sure this itinerary matches precisely with your envision of the day's events. This itinerary will include all the fun traditions and activities you may wish to include. Once the itinerary is created we will be able to better allocate the 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 Guide:

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Vendor Bookings:

Food For the Soul takes care of reviewing and negotiating all contacts and manages all vendor payments, alleviating clients of the overwhelm that comes with changing and updating invoices and contracts. Our full service coordination requires that all vendors directly involved with your event be booked directly by Food For the Soul.

Event Design

Design:

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

Rentals:

No matter the layout or design we will find the perfect rentals for it. We have access to a variety of rental companies and options for such things as tables, linens, chair, tents, canopies, dance floors, furniture, creative lighting concepts, installations, and props.

Floral Design:

Our team will first provide a floral questionnaire for you to fill out on their own, then together we will closely go through your vision and create a floral design for your ceremony and reception that fully encompasses your style, theme, and rentals.

Layout:

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

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Private Decor Collection

Private Decor Collection:

You will have the option to choose from any of our in house decor items. We have card boxes, frames, easels, candles etc. You will receive a PDF Guide if inventory items.

Rehearsal and Walkthrough:

Rehearsal:

Practice makes Perfect! The day before your special day our lead and assistant coordinator as well as the entirety of your bridal party will meet at your venue and go through the procession of your ceremony and go over any final details. Together we will do a walk through and review the property layout (if available). Their will be time at the end of rehearsal to answer any questions you or your bridal party may have.

On Site Coordination Day of Event:

Lead Wedding Coordinator + Associate Coordinator

Additional assistants may be necessary depending on logistics of event and size.

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.

Set-up of all decor items such as programs, guestbook, escort cards, seating chart, bar, menu, pace cards, favors, card box, cake cutting set, toasting flutes, menus and table numbers.

Greeting guests and direction throughout wedding day for seating.

Direction of wedding party processional and recessional.

Ensuring all gifts and, personal decor items, remaining wedding cake and bar items are safely returned back to the designated individual.

Distribution of vendor gratuities.

Access to our "save the day kit" - we bring a variety of items that may be needed the day of your event.

Everything from bug spray to a sewing kit are included and for your use.

Wedding Processional:

The lead and associate coordinator will be onsite the day of your event to assist with the guest book table, programs, menus, seating assignment, and to ensure venue rules are followed and implemented. Our associate will also pack up any decor items and have them ready for clients departure.

Liability Insurance:

The State of Hawaii mandates that clients acquire liability insurance for the day of their event. Our team will acquire the insurance for you.

Other Accommodations

Recommendations for booking accommodations.

Recommendations of group activities for your wedding week.

Recommendations of pre-wedding day preparation.

Shipping Services: Our team will accept and hold all packages you wish to ship to the island for your big day. *to ensure your items arrive in time for your special day, we ask that you make all shipments no later than 30 days prior to your event.