



Wedding Planner
808

Established on June 5, 2004

15th Anniversary

Wedding Planning and Coordination

Wedding Planner 808 – Janice M. T. Bachiller



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Welcome to Wedding Planner 808

Aloha

Thank you for your inquiry and interest in Wedding Planner 808. It is an honor to have been given the opportunity to hopefully be a part of your wedding day.

It is a pleasure to provide you with the commitment of exceeding your expectations in customer service through the wedding planning process devoting my time and energy to go above and beyond that is required of me to connect you with vendors that are of the highest industry standards.

Our day of coordination is hassle and stress free giving you the peace of mind that you deserve so that you can enjoy your wedding day. We will direct and execute your wedding day requirements taking care of all the little details from the placement of decorations to the management of the reception table and coordination with the vendors involved within the timeline provided.



Congratulations, Best Wishes & Good Luck; we look forward to your new beginning for a Happy Life!

Sincerely,

Janice M. T. Bachiller



Established

Established June 06, 2004 in Honolulu, Hawaii

Mission Statement

We provide hassle & stress-free wedding planning, design and coordination through organizing details and time management.

Vision Statement

To be Hawaii's Most Inspired Wedding Planner & Coordinator through excellent customer service, setting the highest industry standards, community involvement, and our social responsibility to take the environmental initiative to provide our clients with the best eco-friendly options for their wedding day and beyond!



About Wedding Planner 808

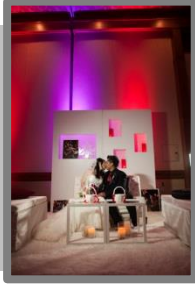
Wedding Planner 808 was established in June 2004 in the State of Hawaii with the purpose of creating hassle & stress-free wedding planning and coordination for local and destination brides and grooms.

Although this company is continuing to grow, I have had over 15 years of wedding planning and coordination experience for family and friends prior to becoming a wedding planner. My experience with planning and coordination started when I was 15 years old as I planned for my very own Sweet Sixteen Birthday Party with a guest list of over 350 guests. My experiences and resume grew over the past 25+ years as I got involved with planning & coordinating for friends and family that included the following special occasions: Anniversaries, Bachelor / (rette) Parties, Baptismal, Birthdays, Bridal & Baby Showers, Christenings, Graduations, Funerals, Luaus, and Retirement.

My experiences did not stop there, after high school I started working for corporations and non-

profit organizations that benefited from my skills by utilizing them to organize Special Themed Events that included the following: Seminars, Workshops, Shows, Installation Banquets, Grand Openings, Company Picnics, Office Parties and Seasoned Parties.

Our goal is to exceed our client's expectations with extraordinary customer service. Although we do our very best to provide this service, not every client will feel the same way. So to guarantee any liabilities that may incur our general liability insurance of \$2,000,000 allows us to provide all of these services to our full capacity without sacrificing or limiting our talents to its full potential. Our professional liability insurance of \$2,000,000 guarantees that our work is to the best of our abilities within our contract for services and without compromising the latest wedding industry standards and trends.



Planning & Coordination

Titanium Package: 40 Hours \$4000
Complete Service
(*Peace of Mind*)

Platinum Package: 30 Hours \$3000
Partial Service
(*Most Valuable*)

Gold Package: 20 Hours \$2000
Rehearsal & Wedding Day
(*Most Popular*)

Silver Package: 15 Hours \$1500
Wedding Day
(*Best Budget*)

Bronze Package: 10 Hours \$1000
Reception
(*Most Economical*)

Zirconium Package: 05 Hours \$ 500
Rehearsal & Ceremony
(*Stress Free*)





Titanium Package

Complete Planning & Coordination (PEACE OF MIND)

This package is a complete planning and coordination from the time you get engaged up to the day of your wedding day. It includes Planning and Coordination of the Rehearsal, Ceremony, Reception, Bridal Shower, Bachelorette Party, Honeymoon Suite Decoration, vendor negotiations & coordination and monthly face to face consultations. UNLIMITED phone, email, text, instant messenger and Skype consultations. This package is for the bridal couples who are busy professionals and have personal lives that they want to experience the entire wedding experience. This gives the bridal couple the Peace of Mind allowing the professional wedding planner and coordinator's skills and experiences to shine through in every detail. You receive everything from Complete Planning and the Platinum Package.

\$4,000.00 US dollars
+ 4.712% Hawaii Sales Tax = \$188.48
Grand Total = \$4,188.48

25% on Contract = \$1,047.12
75% Balance 2 weeks prior = \$3,141.36



Platinum Package

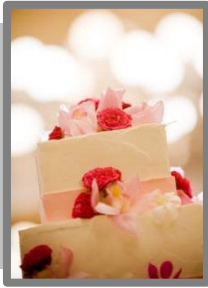
Partial Planning & Coordination (BEST VALUE)

This package is a partial planning and coordination from the time you get engaged up to the day of your wedding day. It includes Planning and Coordination of the Rehearsal, ceremony, Reception, vendor negotiations & coordination and monthly face to face consultations. UNLIMITED phone, email, text, instant messenger and Skype consultations. This package is for the bridal couple who are busy professionals that require assistance in the decisions and approval stages of the planning process and still have the time for a personal life. This gives the bridal couple the Best Value of all of the packages as it allows more time with the professional wedding planner/coordinator at a great price. There are no short cuts here; you receive all of the knowledge and updates of what's going on in the wedding industry with lots of savings. You receive everything from Partial Service Planning and the Gold Package.

\$3,000.00 US dollars
+ 4.712% Hawaii Sales Tax = \$141.36
Grand Total = \$3,141.36

25% on Contract = \$785.34
75% Balance 2 weeks prior = \$2,356.02





Gold Package

Rehearsal and Wedding Day Coordination (MOST POPULAR)

This package is a wedding rehearsal and day of wedding coordination. It includes Rehearsal, Ceremony, Reception, Planning Consultation, Vendor Finalization Consultation, Coordination Consultation and Finalization Consultation. UNLIMITED phone, email, text, instant messenger and Skype consultations. This is for the bridal couple who want to experience the wedding planning process but still require assistance from the professional wedding coordinator who has vendor recommendations, coordination skills, experiences and advice. This is the bridal couples' Most Popular package because it allows them to have total control of internet and hands on planning. The bridal couple provides the professional coordinator with instructions of orchestrating, directing and enforcing each detail according to the bridal couples' plans. The coordination is based on standard requirements for the rehearsal and wedding day. This package is recommended for the large bridal entourages of more than 6 total, a dinner reception with more than 100 guests, for wedding ceremonies that is not at the same venue as the reception and for ceremonies that INCLUDE religious and/or cultural traditions. You receive Rehearsal and the Silver Package.

\$2,000.00 US dollars

+ 4.712% Hawaii Sales Tax = \$94.24

Grand Total = \$2,094.24

25% on Contract = \$523.56

75% Balance 2 weeks prior = \$1,570.68

Silver Package

Wedding Day Coordination (BEST BUDGET)

This package is a wedding day coordination. It includes Ceremony, Reception, Planning Consultation, Vendor Finalization Consultation, Coordination Consultation and Finalization Consultation. UNLIMITED phone, email, text, instant messenger and Skype consultations. This is for the bridal couple who want to experience the wedding planning process but doesn't require a rehearsal for their wedding. This is the Best Budget coordination for the bridal couple as it allows you to customize and determine if you either need a wedding rehearsal or not. The bridal couple still receives assistance from the professional wedding coordinator who has vendor recommendations, coordination skills, experiences and advice. The bridal couple provides the professional coordinator with instructions of orchestrating, directing and enforcing each detail according to the bridal couple's plans. The coordination is based on standard requirements for the wedding day. This package is recommended for the smaller bridal entourage of less than 6 total, no children in the bridal entourage, and a lunch reception with less than 100 guests, for short wedding ceremonies that DO NOT require religious or cultural traditions.

\$1,500.00 US dollars

+ 4.712% Hawaii Sales Tax = \$70.68

Grand Total = \$1,570.68

25% on Contract = \$392.67

75% Balance 2 weeks prior = \$1,178.01



Bronze Package

Wedding Reception Coordination (ECONOMICAL)

This package is a reception coordination. It includes Reception and a Planning Consultation, Coordination Consultation and Finalization Consultation. UNLIMITED phone, email, text, instant messenger and Skype consultations. This is for the bridal couple who want to experience the wedding planning process but do not require coordination services for the ceremony. This is an economical package and allows every bridal couple to afford a coordinator to make sure that the timing of the reception goes smoothly as well as allowing simultaneous events and activities to happen. The bridal couple still receives assistance from the professional wedding coordinator who has vendor recommendations, coordination skills, experiences and advice. The bridal couple provides the professional coordinator with instructions of orchestrating, directing and enforcing each detail according to the bridal couple's plans. The coordination is based on standard requirements for the wedding reception. This package is recommended for the bridal couple that doesn't require coordination at the ceremony due to an in-house wedding coordinator at the church, chapel or venue and also for large receptions that require coordination from reception setup to the conclusion of the reception.

\$1,000.00 US dollars
+ 4.712% Hawaii Sales Tax = \$47.12
Grand Total = \$1,047.12

25% on Contract = \$261.78
75% Balance 2 weeks prior = \$785.34

Zirconium Package

Wedding Ceremony and Rehearsal (STRESS FREE)

This package is a ceremony coordination. It includes Rehearsal, Ceremony, Planning Consultation and Finalization Consultation. UNLIMITED phone, email, text, instant messenger and Skype consultations. This is for the bridal couple who requires a rehearsal, ceremony and some wedding planning. This is a Stress Free coordination service for the bridal couple that want an elegant ceremony for two locals or destination couples with a handful of guests to no more than 10 guests. This package is recommended for the bridal couple that only requires ceremony coordination from setup to breakdown, vow renewals, doesn't require a formal reception, have family and friends to assist with the reception, and/or simple planning of a lunch or dinner meal for the reception.



\$500.00 US dollars
+ 4.712% Hawaii Sales Tax = \$23.56
Grand Total = \$523.56

25% on Contract = \$139.89
75% Balance 2 weeks prior = \$392.67



Wedding Planner 808

Coordinator Express Package

This package is a Wedding Ceremony and Reception Coordination ONLY! There is NO prior planning, NO setup of decorations and NO clean up. The **Venue and/or Wedding Vendors** know that their client has done an amazing job with their planning process; however, deserves to relax and enjoy their wedding day with a Point of Contact person to ensure everything will run smoothly allowing a stress-free and peace of mind for the bride and groom.

This package is ONLY offered by the **Venue and/or Wedding Vendors** as an add-on package to the services that they already provide. Although our main priority is to cater to the bride and groom, we will also work side by side with the **Venue and Wedding Vendor** to guarantee that they are providing their attention in the service they were hired to do instead of worrying about troubleshooting on issues outside of their expertise.

We will be the DAY OF WEDDING - POINT OF CONTACT to coordinate with the **Venue and Wedding Vendors** on behalf of The Bride and Groom.



Our Services Include the following:

1. First Consultation: Ceremony, Reception and Music Planner, Draft Timeline = 1 hr
2. Last Consultation: Final Timeline and Wedding Day Contacts & Wedding Day Expectations = 1 hr
3. Ceremony Coordinator = 2 hrs (Coordination from Setup Time, Coordinate Processional, Coordinate Recessional, Marriage License, Group and Family Photos) 3:30pm to 5:30pm Example
4. Reception Coordinator = 6 hrs (Coordination from Setup Time, Grand Entrance, Dinner Service, Formal Program - Leaves at start of Guests Dancing) 3:30pm to 9:30pm Example

WHOLESALE PRICE Total 10 hrs =	\$1,000.00
Hawaii Sales Tax 4.712% =	\$47.12
Grand Total:	\$1,047.12

50% Deposit on Contract:	\$523.56
50% Balance 2 weeks prior:	\$523.56



Wedding Planner 808

Individual or Add-On Services

DECORATION SERVICES for Wedding Day

- A) Ceremony Decoration:
2 hours, 3 decorators
Includes 1 hour Consultation
\$250.00 + Hawaii Sales Tax 4.172% \$11.78
Total: \$261.78
- B) Reception Decoration:
2 hours, 3 decorators
Includes 1 hour Consultation
\$250.00 + Hawaii Sales Tax 4.172% \$11.78
Total: \$261.78
- C) Ceremony & Reception Decoration:
4 hours, 4 decorators
\$500.00 + Hawaii Sales Tax of 4.712% \$23.56
Total \$523.56
Includes 1 hour Consultation, if same venue
& location
\$450.00 + Hawaii Sales Tax of 4.172% \$21.20
Total: \$471.20

EMAIL Consultations

Do-It-Yourself Planning w/Expert Advice & Guidance

1. Unlimited Email: **12 to 18 months** (Expert advice, etiquette, access) **\$350 Flat** or
2. Unlimited Email: **6 to 12 months** (Expert advice, etiquette, access) **\$225 Flat** or
3. Unlimited Email: **Up to 6 months** (Expert advice, etiquette, access) **\$100 Flat** or
4. Unlimited Email: **Monthly** (Expert advice, etiquette, access) **\$25/month**

FACE-TO-FACE Consultations

Do-It-Yourself w/Your Own Coordination

- 2 hours: Theme Development, Vendor Requirements & Suggestions, Ceremony & Reception Floor Plan Design & Unlimited Email
\$250.00 + Hawaii Sales Tax 4.712% \$11.78
Total: \$261.78
- 4 hours: 2 hours + Provide checklists; ceremony planner, reception planner, music planner, flowers planner, invitations planner & vendor requirements
\$450.00 + Hawaii Sales Tax 4.712% \$21.20
Total: \$471.20
- 6 hours: 4 hours + Finalization Meeting w/Venues, Final Timeline, Final Floor Plans, Final Wedding Day Coordination Details and Setup
\$650.00 + Hawaii Sales Tax 4.712% \$30.63
Total: \$680.63





Event Contract and Policies

- 1. EVENT DATE RESERVATION:** The event date will be held for you on a "Definite" basis upon receipt of your signed Confirmation Letter & Contract and/or initial payment.
- 2. GUARANTEE AND INITIAL PAYMENT:** In order to guarantee your reservation, we request an initial payment in advance of the total estimate percentage of dollar value of the event date to reserve when you sign this agreement as follows:
 - From 18 months + and 9 months before in advance 25% of total payment
 - From 30 days to 9 months in advance 50% of total payment
- 3. CANCELLATION:** You may cancel this Agreement only upon giving written notice to us. Your 25% INITIAL PAYMENT is NON-REFUNDABLE.
 - **NO REFUNDS** after all services have been rendered by Wedding Planner 808
 - **CANCELLATION 30 days prior REQUIRES PAYMENT OF BALANCE IN FULL REGARDLESS OF REASON FOR CANCELLATION.**
- 4. MILITARY DEPLOYMENT:** *In the event there is a cancellation due to military deployments, cancelled leave, change of PCS or TDY orders, we will allow a cancellation, termination or reschedule of contract with a written cancellation letter and official orders. We will not charge any additional fees or penalize you for a postponement of a wedding that has to be rescheduled. We will reschedule your wedding date and accommodate you with another date that allows us to carry over based on the availability of the date. However, in the event one of you becomes deceased due to the act of war, we will return and refund any unused consultation hours and the wedding day hours as stated in this contract.*
- 5. UNFORESEEN SITUATIONS:** Please note that we will take action as follows:
 - Acts of War – You will be allowed to change the date without penalty – NO REFUNDS.
 - Natural Disasters – You will be allowed to change the date without penalty – NO REFUNDS.
 - Inclement Weather – You will not be allowed to change the date but may change the venue without penalty. A backup plan or secondary venue is required – NO REFUNDS
 - Death – Please refer to Section 3. Cancellation of Event Contract and Policies.
- 6. TYPES OF PAYMENTS:** We accept the following forms of payments for your convenience:
 - *Cash* or Venmo – Electronic receipt will be provided as proof of payment.
 - *Check/Traveler's Cheques* – Cancelled check or written receipt will be provided as proof of payment. **There will be a service charge assessed fee of \$100.00 for all returned checks.**
 - *Debit/Credit Card or PayPal* – There will be a **processing fee of 5%** of the total amount processing through each transaction.
- 7. BALANCE DUE:** The final balance and full payment of the packaged contract amount plus 4.712% Hawaii sales tax **shall be paid two (2) weeks prior to the wedding day.**
- 8. OBLIGATIONS:** The obligation of Wedding Planner 808 and this agreement ends when services have been rendered in its entirety and upon full payment of the contract amount. Any additional services will be paid for separately with a **REVISION** to this agreement. **BALANCE PAYMENT IN FULL 1 WEEK PRIOR MUST BE PROCESSED AND CLEARED BEFORE COORDINATION or SET-UP STARTS ON WEDDING DAY.**
- 9. MULTI-MEDIA RELEASE:** The undersigned hereby gives to Wedding Planner 808, its assigns, agents, licensees, affiliates, clients, principals, and representatives the absolute right and permission to copyright, use, exhibit, display, print, reproduce, televise, broadcast and distribute, for any lawful purpose, in whole or in part, through any means without limitation, any scenes all without inspection or further consent or approval by the undersigned.



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