



## HANALEI COLONY RESORT

### A LA CARTE Services

#### ESSENTIALS

- ( ) \$425 on-site ceremony coordinator
- ( ) \$800 on-site reception coordinator
- ( ) \$325 officiant
- ( ) \$500 Ceremony site fee (*Free for Resort guests*)
- ( ) \$1,250 Pool reception site fee/deposit  
(*private buyout, no less than 5 days apart*)
- ( ) \$50 Beach Permit
- ( ) \$65 Marriage License
- ( ) \$250 Rehearsal fee
- ( ) \$150 min. Setup & Breakdown

#### HAIR & MAKEUP

- ( ) \$400 hair, makeup, mani, pedi in-room
- ( ) \$275 hair & makeup in-room

#### FLOWERS

- ( ) \$495 Bamboo 2-post Arch w/ Fabric (No Flowers)
- ( ) \$600 Bamboo 4-post Chuppah Arch w/ fabric (No Flowers)
- ( ) \$350 Tiki Torch Floral Sprays (2)
- ( ) \$200 Orchid Aisle Scatter
- ( ) \$200 Ceremony Circle of Trust
- ( ) \$200 Ceremony Heart of Love
- ( ) \$85 Centerpiece (Starting Fee/Table)
- ( ) \$25 Cocktail Table Bud Vase
- ( ) \$6 Votive candle + vase
- ( ) \$35 Orchids scattered on table (per table fee)
- ( ) \$185 Bridal Bouquet (Starting Fee)
- ( ) \$100 Bridesmaids Bouquet
- ( ) \$65 Bridal Lei (double-strand white orchids)
- ( ) \$65 Groom maile lei
- ( ) \$95 Groom Maile + Orchid lei
- ( ) \$30 Kukui Nut lei
- ( ) \$85 Haku (Head) lei
- ( ) \$30 Hair Flowers (orchids)
- ( ) \$22 Guest Orchid Lei
- ( ) \$48 Corsage
- ( ) \$32 Boutonniere
- ( ) \$75 Delivery Fee

#### EXTRAS

- ( ) \$90 Blowing of Conch Shell Ceremony
- ( ) \$600 Lighting Package – Asian hanging lanterns
- ( ) \$400 Audio System package – PA system, speakers, mic
- ( ) \$250 Outside vendor fee (*rate PER vendor*)

#### CATERING SERVICES

- ( ) \$95pp Outdoor Pool Reception
  - ( ) \$225 Wedding Cake (single tier – includes delivery)
  - ( ) \$2.75pp cake cutting fee
- Additional fees apply for Beverages and Bar Services.  
20% Gratuity added to all catering services.*

#### LINENS, TABLES & CHAIRS

- ( ) \$7 white folding chairs (padded seats)
  - ( ) \$13 chivalri chairs (wooden chairs with padded seats)
  - ( ) \$2.30 White cloth napkin
  - ( ) \$69 Guest Round table & white linen (seats 8 people)
  - ( ) \$31 Cake table & white linen
  - ( ) \$45 Banquet Table & white linen
  - ( ) \$48 Cocktail table & white linen
  - ( ) \$1,445 Tent (*includes basic lighting & sidewalls*)
  - ( ) \$220 Hauling & Delivery
  - ( ) \$75-\$150 Special Handling
- Additional items such as Chair ties, Chair covers, Table runners, Table overlays – quotes available upon request.*

#### PHOTOGRAPHY & VIDEOGRAPHY

- ( ) \$925 Photography (per hour)  
(*Includes edited high-res images & online viewing*)
- ( ) \$750 1 hour Video (*Includes edited DVD*)
- ( ) \$1,000 2 hours Video

#### MUSIC & ENTERTAINMENT

- ( ) \$295 1 hour solo Hawaiian guitar/ukulele
- ( ) \$325 Hula Dancer & Live Musician (1 hour)
- ( ) \$275 Tahitian Dancer & Live Drummer
- ( ) \$295 Fire-knife Dancer & Live Drummer
- ( ) \$295 DJ & MC services (Rate per Hour / 3-Hour Minimum)

#### TRANSPORTATION

*Quotes available upon request*

**NOTE:** Taxes and Gratuity are not included for any services. Rates listed are “starting” prices. Rates are subject to change and vary on specific event needs. Additional fees may apply for delivery, hauling, setup, breakdown per vendor service.

**CHANGE FEE / DEPOSITS:** \$250 additional fee applies if event date is changed to alternate available date after initial booking and event deposit paid. Initial \$500 ceremony or \$1,250 pool reception event deposit remains non-refundable. Additional individual vendor deposits may be required depending on individual event vendor services booked.



## Estimated TIMELINE

### *6-12 Months in Advance*

- Set event date
- Book Hanalei Colony Resort as your venue
- Confirm HCR wedding planner
- Estimate headcount
- Set budget
- Compile initial guest list
- Mail "Save-the-Date" invitations (if using)
- Think about style and decor
- Choose wedding party attendants
- Create wedding website with destination info
- Begin to plan your honeymoon

### *4-8 Months in Advance*

- Book officiant
- Book Hanalei Colony Resort caterer
- Order wedding cake
- Book florist
- Book music/entertainment
- Book DJ/MC
- Book photographer & videographer
- Book hair & makeup services
- Mail invitations, Order "Thank You" cards
- Register for gifts
- Purchase wedding rings
- Select wedding dress & accessories
- Select groom's attire
- Choose attendants' attire & accessories
- Create event program & timeline
- Book accommodations for your wedding night
- Begin beauty regimen: facials, manicures, etc.

### *2-4 Months in Advance*

- Discuss service with officiant
- Confirm menu with caterer
- Confirm cake style and flavor
- Schedule rehearsal – Ceremony Run-through & Dinner
- Create "must-have" photo list for photographer

### *1-2 Months in Advance*

- Schedule marriage license appointment
- Buy guest book and favors (if using)

- Create seating chart & place cards (if using)
- Receive RSVPs
- Finalize program & timeline
- Create play list for DJ
- Purchase Attendants gifts
- Select "something old, new, borrowed, & blue"

### *2-4 Weeks in Advance*

- Final dress fitting with shoes, accessories & lingerie
- Notify caterer of final headcount
- Write vows, speeches, and thank you's (if using)
- Break in wedding shoes
- Designate someone to collect and store wedding gifts for the night
- Find out where your guests are staying – If you need to deliver welcome notes or gift baskets
- Prepare necessary documents for name change
- Send change of address to post-office (if necessary)
- Designate someone to housesit during your honeymoon

### *1 Week in Advance*

- Finalize seating chart
- Confirm transportation
- Confirm honeymoon arrangements – establish an emergency contact
- Deliver guest welcome notes/gifts (if using)
- Have all paperwork and travel documents in order

### *1-2 Days in Advance*

- Ceremony Run-through (if necessary)
- Rehearsal dinner – give gifts to wedding party/parents
- Prepare vendor payments and tips in envelopes
- Meet with your HCR wedding planner
- Deliver all event accessories, additional decor, guest favors, etc. to HCR wedding planner

### *YOUR WEDDING DAY: RELAX, ENJOY and HAVE FUN!*

- Give completed marriage License paperwork to HCR wedding planner
- Give rings to Best Man to hold for ceremony
- Remember to EAT, HYDRATE & ENJOY the Day! ☺

*NOTE: The above listed TIMELINE is only a suggestion and estimation of the necessary steps taken in confirming event services. All areas of event and vendor services are subject to availability and are never guaranteed. Hanalei Colony Resort's Weddings-Events Coordinator is in charge of booking all client and on-property event vendors and services. All event services should go through the coordination of the Hanalei Colony Resort coordinator. Otherwise, client is subject to a \$250 per vendor "outside vendor" fee as noted in the "Wedding Service Providers" section of this form.*