



Ke Aloha WEDDINGS

by Tracery Studios

W H E N A T T E N T I O N T O D E T A I L M A T T E R S



WEDDING PLANNING GUIDE

WWW.KEALOHAWEDDINGS.COM

W E L C O M E

Aloha! Congratulations on your engagement! We're so happy to welcome you to learn a bit more about us.

If you're like most engaged couples, you're likely a bit overwhelmed with all the wedding information out there. That's where we come in - at the ready to assist you in navigating it all, with as little or as much help as needed.

The information in this planning guide is meant to give you an idea of what to expect and how we typically work, so you can relax and get excited for your big day.

When it comes to planning a wedding, there is a lot to cover, so you may still have more question. If so, please don't hesitate to reach out. We are here for you every step of the way!

warmest aloha,
Tammy

e: aloha@kealohaweddings.com | ph: 808.276.2073







MEET TAMMY

I'm Tammy, owner & principal planner of Kealoha Weddings by Tracery Studios. I started my wedding planning journey at the age of 18 when friends of my parents asked if I could help them find wedding services and oversee their wedding plans. From that point on I was hooked and loved every moment of the weddings ahead of me. Ten years later, I moved to Hawai'i and further discovered the world of destination weddings and have planned hundreds of weddings since - including Europe.

Life took me away from Hawai'i at one point and I've been privileged to call many places around the world home. In late 2024, I returned to the islands to pick up where I left off and bring my global experience back with me. I've been planning weddings for over twenty years now and am excited to share my island home with couples who include it as part of their story. Weddings have become inherently ingrained in my mind and heart and daily I see something that triggers a creative wedding idea. You'll find me perusing through wedding magazines, reading up on the latest trends and creating some of my own. It's an exciting industry to be a part of!

I also work in the tech space, producing experiential events and providing marketing support to startups. I feel this helps me see things a bit differently when it comes to weddings and helps to create the magic that we all want on our special day.

I look forward to meeting you and hearing more about your wedding story and vision!
Let's schedule a complimentary consultation!

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WEDDING PACKAGES



THE FINAL TOUCH

For those who want to plan their own wedding, but need help in the final months and to oversee the wedding day. We'll ensure your wedding day runs smoothly

Starting at \$1800

THE ASSISTANT

You've done some of the planning, but you want an extra set of eyes, hands and feet to help you bring it all together.

Starting at \$2800

THE GRAND PRODUCTION

Where your wedding journey begins! Break out the whiteboard and let's begin brainstorming! You most likely already have a clear vision of your wedding story in mind, so we're here to help you make that vision a reality. From start to finish, consider us your personal wedding assistant. We're getting through the entire wedding checklist. Begins six or more months out.

Starting at \$3800

CONSULTATIONS - \$75 PER HOUR

When you don't really need a full package but require a bit of assistance. We are happy to help you on an as-needed basis.

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THE FINAL TOUCH

STARTING AT \$1800

When you need just a bit of assistance to dot the i's and cross the t's of your wedding story, we're honored to step in and add that final touch. Begins two months out.

Unlimited contact: phone, email, Zoom, one weekly in-person

Supplier Contract Review & Confirmation

Assistance with final checklist

Budget review & final payment management

Creation of schedule timeline & worksheets

Rehearsal & rehearsal dinner oversight

Ceremony & reception setup/oversight

Complete management of wedding day flow

Principal planner and assistant coordinator on wedding day

Clean-up & breakdown of ceremony & reception

Post-wedding follow up

www.kealohaweddings.com | aloha@kealohaweddings.com



THE ASSISTANT

STARTING AT \$2800

You've done some of the planning, but you want an extra set of eyes, hands and feet to help you bring it all together.

Begins 3-6 months prior to the wedding.

Unlimited contact: phone, email, Zoom, one monthly in-person

Supplier Contract Review & Confirmation

Assistance with final supplier selection

Budget review & final payment management

Creation of schedule timeline & worksheets

Rehearsal & rehearsal dinner oversight

Ceremony & reception setup/oversight

Complete management of wedding day flow

Principal planner & asst. coordinator on wedding day

Clean-up & breakdown of ceremony & reception

Post-wedding follow up

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THE GRAND PRODUCTION

STARTING AT \$3800

Where your wedding journey begins! Break out the whiteboard and let's begin brainstorming! You most likely already have a clear vision of your wedding story in mind, so we're here to help you make that vision a reality. From start to finish, consider us your personal wedding assistant. We're getting through the entire wedding checklist. Begins six or more months out.

Unlimited contact: phone, email, Zoom, two monthly in person

Supplier Contract Review & Confirmation

Site visits & supplier meetings

Supplier research, review & selection

Budget creation, review & final payment management

Creation of wedding day timeline & worksheets

Invitation, program & RSVP assistance

Honeymoon assistance

Rehearsal & rehearsal dinner oversight

Ceremony & reception setup/oversight

Complete management of wedding day flow

Principal planner & 1-2 assistant coordinators on wedding day

Clean-up & breakdown of ceremony & reception

Post-wedding follow up

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WHAT TO EXPECT

COMPLIMENTARY 1.5 HOUR CONSULTATION

Let's meet to discuss your wedding vision and plans. I'd love to hear what your ideal wedding entails. Let's talk about that first and then we look at the budget to see how we can make that happen.

CONTRACT & PAYMENTS

Once we decide to work together, we'll sign a contract to be sure we are all on the same page. A 50% non-refundable deposit is required to secure your date. The remaining balance may be broken up into two (2) additional payments, with the final payment due the week prior to the wedding.

QUESTIONNAIRE & ORGANIZING

Upon signing of the contract and receipt of the deposit, I'll send you a questionnaire to gather your wedding details. Once I receive that, I'll prepare your wedding documents to get us started.

KICK-OFF MEETING

Our first meeting will typically take place within two weeks of the contract signing. During that meeting we'll discuss all details from the questionnaire and I'll get to know you a bit better to ensure your wedding planning is curated to your specific needs and personalities.

PLANNING BEGINS

After the kick-off meeting, we'll ultra organize the planning timeline, deadlines, deliverables, outstanding items and more to ensure a smooth and enjoyable planning process.

MEETINGS

Ideally we will meet on a monthly basis (depending on your package), either in-person or virtually, to discuss progress and outstanding items. Communication will be ongoing as needed, typically through email to track requests. One month prior to the wedding, we'll meet weekly.



REHEARSAL & REHEARSAL DINNER

Rehearsal is typically scheduled for two days prior to the wedding date, depending on the availability of the venue and officiate. This will be scheduled as soon as the venue opens their calendar. We'll coordinate and oversee both the rehearsal and dinner logistics.

WEDDING DAY

Your wedding day is finally here and all plans are in place! It will be a busy one, so we'll have a minimum of two planners onsite - myself and an assistant coordinator. For larger weddings, additional coordinators will be added. The wedding day schedule is planned with a smooth and seamless execution in mind. No rushing or stress. Of course, a contingency plan will be in place for all aspects of the wedding. We expect something to go wrong at every wedding and plan accordingly. Don't worry - it's usually something small. We'll manage deliveries, setup, guest flow, and every other detail that makes your day special.

POST-WEDDING WRAP UP

You did it! Now it's time to wrap everything up - the return of rental items, ensuring all vendors have been paid, delivery of thank you cards, reconciling of the budget, ensuring guests have a warm send-off and more. If you have a post-wedding breakfast or brunch planned, we'll oversee that as well. Now it's time to enjoy your honeymoon.

BE A GUEST AT YOUR OWN WEDDING!

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YOU HAVE QUESTIONS

Q: How long have you been planning weddings?

A: Our primary wedding planner, Tammy, brings over 20 years experience to the table, with our assistant planners having five or more years experience.

Q: What sets you apart from other wedding planners?

A: Our broad international experience brings a special something to our services when it comes to bringing the elements of a wedding together. We've planned weddings throughout the U.S., including Hawaii, California, the Outer Banks of North Carolina, Colorado, Florida and Washington. Internationally, we've had the honor to coordinate weddings in Belgium, Ireland, Canada, and the U.K. While we love weddings, we also love producing high caliber events in the technology space, as well as offer graphic design services. We feel this offers a different perspective to our offerings and helps us paint a broader stroke.

Q: What happens if we have to cancel or reschedule our wedding?

A: The deposit is non-refundable simply because we have reserved your date, making it unavailable to other couples. This applies to all cancelled weddings.

We understand things happen, so if you are rescheduling your date we will happily move your deposit to another **available date** with no penalties. Should your wedding be cancelled by the venue or due to other circumstances, such as weather, illness, or disaster, we will work closely with you on a contingency plan.

Q: Can we pay our fee in payments?

A: Yes. We require a 50% deposit to reserve your date, but the balance may be paid in three (3) additional installments.

Q: How many coordinators will be onsite on the wedding day?

A: We generally always have two coordinators on-site - the lead planner and an assistant planner. Larger wedding or those requiring more assistance may require additional staff, at an additional fee.



WE HAVE ANSWERS

Q: Will the pre-wedding planner also be present on our wedding day?

A: We feel to preserve the continuity of the planning process, the same planner should be on-site. There may be exceptions to this rule, so should this be necessary, it will be communicated with you ahead of the wedding and you will be introduced to the on-site team well ahead of the wedding day.

Q: Where do you offer Destination Weddings?

A: We specialize in Hawaii destination weddings, but offer services throughout North America, Europe and Central America.

Q: Can you help us with our honeymoon?

A: Absolutely! Let's chat about your honeymoon dreams and create a plan.

Q: Are you available to assist our guests with accommodations?

A: While we do not arrange individual guest accommodations, we are happy to assist with a discounted room block (10 or more rooms) at one of several lovely hotels throughout the islands and are always happy to provide recommendations.

Q: Do you only work with specific wedding vendors?

A: We carefully curate and vet the vendors we work with to ensure professional and reliable suppliers for your wedding day. This is an ongoing process as we seek out and meet new vendors regularly. We are happy to work with any vendors you are familiar with or have been recommended to you.

Q: How far in advance should we start planning our wedding?

A: That depends on the logistics of your wedding. A simple wedding can start 1-3 months out - we recommend 3 months minimum. A more elaborate wedding should be planned 6 months to one year in advance.





Many, many thanks for making our day so special. You are awesome at what you do! Thanks for helping us through the rough patches and being there for us. You'll be forever in our hearts.

Justin & Yessica

Tammy is incredibly organized. Even though I'm a planner and thought I had all the details "worked out." Tammy was able to provide me with additional ideas, make suggestions, and give advice based on her experience. She truly made our dream come to life.

Tammy's knowledge made our dream wedding VERY EASY to plan. She is wonderful: easy to work with, a great communicator, advocate, and extremely professional. The time and effort she put into our event was clear...and it made our day a fairy tale.

Steve & Christina



CONTACT



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