



Pop something bubbly,  
you're engaged!

## Let the planning begin.

Now that you've said "Yes" it's time to start the journey to "I do." We know you're excited about diving into the planning process, but if you're like most couples, you're probably feeling a little overwhelmed, too. That's where we come in!



## Hi, I'm Joan!

I'M THE LEAD PLANNER AND HEART OF SB WEDDING!

We believe wedding planning should be fun and stress-free. Your engagement should be filled with celebrations of your love with family and friends—not worrying about your to-do list. That's why we'll be by your side every step of the way to make sure no detail gets missed, and no to-do goes undone!

Our goal is to bring your vision to life on your wedding day by incorporating personal details and unique touches that showcase your love story and express who you are as a couple.

Our client-centered approach to planning is where it all begins and ends for us. Everything we do is to provide you with an exceptional experience from start to finish. Throughout this process many of our clients start to feel like family to us—and we've been told the same by many of them!

We believe your wedding should be as unique as you are, and as such, we offer you the opportunity to choose the level of support you need to best assist you on your planning journey.

## Who We Are

WE'RE LOCAL EXPERT,  
HIGHLY CAFFEINATED,  
WEDDING OBSESSED,  
AND CLIENT  
FOCUSED!

## How we can help guide you



[Learn more about our process](#)



## Our Process

### WE APPROACH THE PLANNING PROCESS IN PHASES.

This allows us to stay focused on the important priorities during each phase, and make sure we have the proper pieces in place to create an unforgettable event. Depending on the package you choose, you may or may not experience each phase of our process during your planning journey.



## The Phases of the Wedding Planning Process



### Phase One: Planning

This phase in the process is all about determining the budget and securing the important vendors who will be part of your big day.

**TIMELINE: 9-12+ MONTHS OUT**



### Phase Two: Design

During this phase we're dreaming up gorgeous designs, drooling over swatches, and determining every detail of how your event will look.

**TIMELINE: 4-9 MONTHS OUT**



### Phase Three: Execution

This phase includes the wedding day and the priority is coordinating with vendors and finalizing any last-minute to-do's to ensure a stress-free big day.

**TIMELINE: 2-4 MONTHS OUT**



## Our Promise

We have the privilege and the honor to be trusted with planning and executing one of the most important days of our clients' lives, and it's not something that we take lightly! We want to be sure that every meeting, decision, and conversation leaves you feeling not only taken care of, but excited about your big day.

Hiring a planner is a big decision, and our goal is to make your planning process as enjoyable as possible. We want you to feel like you have someone on your side who puts your wants, needs, and vision first. That's why we promise to treat you how we would want to be treated if we were you.

Want to learn more about how we can help guide you?

[BROWSE OUR SERVICES](#)



## Our Services



OVERVIEW OF THE DIFFERENT SERVICES WE PROVIDE, AND WHAT TYPE OF CLIENT WOULD BE THE BEST FIT FOR EACH

### Full Planning

This service is for you if you want someone to handle all of the major pieces of the planning process. While you want to be a part of every decision, you'd prefer to leave the heaving lifting to us so you can enjoy your engagement.

**TIMELINE:** 12+ MONTHS OUT

### Day Of Coordination

This service is for you if you want to handle the entire planning process yourself, but the thought of worrying about whether the vendors arrives on time, creation of timeline & floorplan or someone running your event timeline is not how you want to spend your wedding day. With "Month-Of" you get to enjoy being the bride while letting someone else worry about the details on your day.

**TIMELINE:** 2 MONTHS OUT

### Destination Weddings

If you're looking to plan your wedding celebration somewhere other than Hawaii, but still want a reputable planner you know and trust, this service is for you. We can come alongside you to plan your destination wedding and utilize our large network of vendor connections to be sure that your wedding day is exactly what you envisioned—even in an exotic locale.

**TIMELINE:** 9+ MONTHS OUT

### Partial Planning

This service is for you if you have some of your vendors hired and most of the big decisions made, but you'd like to hand everything over to someone else to manage moving forward so you can sit back, relax, and prepare to walk down the aisle.

**TIMELINE:** 6-9 MONTHS OUT

### Micro Weddings

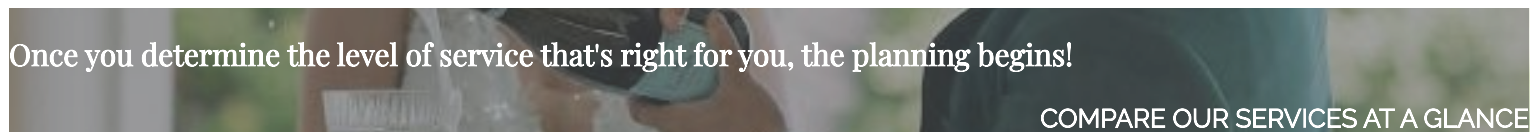
Not all couples want to have a tented soiree with 300 of their nearest and dearest. Some clients want the "wedding experience" without the guest list and complexities that come with it. If that sounds like you, this service will help you plan the micro wedding of your dreams without sparing any of the details that make your wedding day unforgettable.

**TIMELINE:** 2+ MONTHS OUT

### Design

This service is for you if you have support executing your event (i.e. venue coordinator), but need help designing your day. We'll create a custom design plan according to your vision, and ensure it comes to life on your wedding day.

**TIMELINE:** 6-9 MONTHS OUT



Once you determine the level of service that's right for you, the planning begins!

COMPARE OUR SERVICES AT A GLANCE





## Services at a Glance

WE OFFER A VARIETY OF SERVICE PACKAGES TO MEET YOUR UNIQUE NEEDS AS A COUPLE.

| What is Included?   | Day of Coordination               | Partial Planning  | Full Planning   |
|---|-----------------------------------|---|---|
| Time Of Engagements   | 2 Months Before Wedding Day       | 6 Months Before Wedding Day   | Unlimited   |
| SBW Day of Event Team Onsite  | Yes                               | Yes   | Yes   |
| Initial Consultation  | Yes                               | Yes   | Yes   |
| Creation of Wedding Day Sequence of Event Timeline  | Yes - 2 Weeks Before Wedding Day  | Yes   | Yes   |
| Personalized Wedding Planner Workspace & Checklist  | Yes                               | Yes   | Yes   |
| Follow Up Consultations   | Yes - 2 Months Before Wedding Day | Yes - unlimited email questions soon as contract is signed<br>Yes - weekly/monthly virtual/text/voice 6 Months Before Wedding Day | Yes - unlimited via email/text/voice soon as contract is signed |
| Wedding Rehearsal (1 Hr)  | Yes                               | Yes   | Yes   |
| Venue Walk Through (1 Hr)   |                                   |   | Yes   |
| Preferred Vendor Referral List  | Yes                               | Yes   | Yes   |
| Review of your vendor contracts   | Yes - 1 Month Before Wedding Day  | Yes   | Yes   |
| Management of your vendor contacts, contracts, and payment  |                                   | Yes - 6 months Before Wedding Day   | Yes   |
| Point of Contact for Vendors Booked   | Yes - 1 Month Before Wedding Day  | Yes - 6 months Before Wedding Day   | Yes   |
| Budget Management   |                                   |   | Yes   |
| Venue Floorplan Design Layout   | Yes                               | Yes   | Yes   |
| Assist with Seating Plan Creation   | Yes - 2 Weeks Before Wedding Day  | Yes   | Yes   |
| Design Advice: Color Scheme, Decors, et.  | Yes - 2 Months Before Wedding Day | Yes   | Yes   |
| Rental Advice   |                                   | Yes   | Yes   |
| Vendor Booking  |                                   | Yes - 3 Only  | Yes   |
| Rehearsal Dinner Booking  |                                   |   | Yes   |
| DIY Decors Set-Up   | Add-On                            | Add-On  | Yes   |
| Rental Set-Up and/or Breakdown  | Add-On                            | Add-On  | Yes   |
|   |                                   |   |   |
| *Dont need a coordinator onsite and in need of professional advice, ask us about our Ad-Hoc Wedding Planning Consult Services perfect for micro wedding, elopement, vow renewal planning. |                                   |   |   |

Still don't know which services is for you?

REVIEW OUR SERVICES DETAILS & PRICING





## Services Detail & Pricing



### Month-Of Coordination

Month-Of Coordination is the perfect service for couples who desire to handle the entire planning process themselves but want to hand over the reins prior to the big day. Our job is to step in and coordinate any of the final details and manage all of the logistics for your event, leaving you to enjoy the last moments before you walk down the aisle.

**TIMELINE: 2 MONTHS PRIOR TO WEDDING DATE**

Month-Of Coordination includes:

- Review of all vendor contracts
- Ensure rental and catering counts are correct
- Review of all transportation logistics for guests and bridal party
- Finalize details with all vendors (including venue)
- Creation of floor plans for wedding day
- Creation and distribution of event day timeline to all vendors
- Run Rehearsal prior to wedding day
- Execute event day according to timeline and ensure all vendors are accounted for
- Coordination with venue staff
- (2) Event Assistants
- Oversee breakdown of the event and ensure all personal items are returned to client

**MONTH-OF COORDINATION SERVICES \$3000**



### Partial Planning

This service is for the client who has the main pieces of their planning process in place but is overwhelmed with managing everything in the months leading up to their wedding day.

**TIMELINE: TYPICALLY 6 MONTHS PRIOR TO WEDDING DATE**

Partial Planning includes:

- Booking of remainder vendors max 3
- Vendor management
- Contract review
- Planning checklist with to-do's outlined
- Coordination with venue staff
- Run Rehearsal prior to wedding day
- Creation and distribution of event day timeline to all vendors
- Creation of floor plans for wedding day
- (2+) Event Assistants on site
- Execute event day according to timeline and ensure all vendors are accounted for
- Oversee breakdown of event and ensure all personal items are returned to client

**PARTIAL PLANNING SERVICES \$5000**



## Full Planning & Design

This service includes assistance with everything in the planning process from start to finish. From vendor and budget advice to designing a beautiful tablescape, full planning ensures that you have a planner by your side through all of it. Your planner will provide answers to your questions and solutions to any issues that may arise throughout your time together so that things progress smoothly throughout the entire process.

**TIMELINE: 12+ MONTHS PRIOR TO WEDDING DATE**

Full Planning includes:

- Venue selection and site visits
- Vendor referrals and management
- Contract review and negotiation
- Budget assessment and oversight
- Planning checklist with to-do's outlined throughout the process
- Creation of design plan to include: mood board, floral and linen recommendations, color palette, and custom floor plans
- Oversight of additional design elements including lighting design and tablescape decor
- Sourcing of custom design pieces including event furnishings and other decor
- Management of structural event elements including tenting, flooring, and staging
- Curation of paper suite to include: invitations, place cards, name cards, signage, etc.
- Creation of custom installations for cake, escort card, and other displays
- Management of all transportation logistics for guests and bridal party
- Coordination with venue staff



## Micro Weddings

A wedding **max of 50 guests** is considered a "micro wedding," and **we do it all!** This service is for you if you're planning a smaller celebration with close friends and family to celebrate your union. A micro wedding is perfect if you want a simple ceremony wedding and smaller restaurant scale reception no rentals, no big set-up so you don't feel overwhelmed by the process and its complexities.

**TIMELINE: 4+MONTHS PRIOR TO WEDDING DATE**

Micro Wedding Services include:

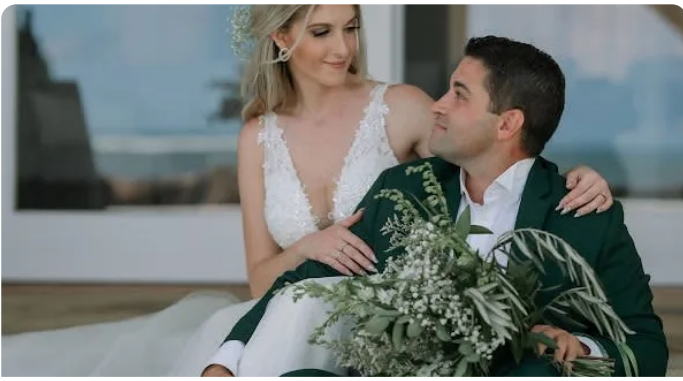
- Booking of ceremony and reception at hotel or restaurant.
- Vendor referrals and management throughout the process
- Vendor contract review
- Project checklist with to-do's outlined
- Creation of floor plans for wedding day
- Creation and distribution of event day timeline to all vendors
- (1) Event Assistant
- Execute event day according to timeline
- Oversee breakdown of the event and ensure all personal items are returned to client

**MICRO WEDDING SERVICES \$4,500**

- Creation and distribution of event day timeline to all vendors and VIP's
- Run rehearsal prior to wedding day
- (2+) Event assistants on site day-of
- Execute event day according to timeline and ensure all vendors are accounted for
- DIY set-up and take down
- Oversee breakdown of event and ensure all personal items are returned to client

FULL PLANNING AND DESIGN SERVICES \$8,000





## Destination Weddings

We love destination weddings! If your dream wedding destination is somewhere foreign (inter-island, mainland, or international), count us in! We'd love to support you during the planning process. We'll utilize our extensive network of planners and vendors across the globe to help you plan the perfect wedding.

**TIMELINE: 12-9+ MONTHS PRIOR TO WEDDING DATE**

Destination Planning includes:

- Venue selection
- Vendor procurement and management
- Contract review and negotiation
- Budget assessment and management
- Project checklist with to-do's outlined
- Coordination with venue staff and booked vendors
- Management of all transportation logistics for guests and bridal party for wedding day.
- Run Rehearsal prior to wedding day
- (2) Event Assistant
- Creation and distribution of event day timeline to all vendors
- Execute event day according to timeline
- Oversee breakdown of the event and ensure all personal items are returned to client

**DESTINATION SERVICES START AT \$8,000 + TRAVEL EXPENSE**



## Design

Design as a stand-alone service is for clients who want a beautiful wedding but don't need assistance with the logistical aspects of the planning process. With this service, we'll monitor everything design-related, including creation of style and color palate, curate suggestions from where to rent or purchase, and review decor rental contract.

**TIMELINE: 1 month service to help exclusively with creating the aesthetic of your wedding**

Design Services include:

- Curated design vendor referrals and management
- Design vendor contract review
- Budget assessment and management for design elements
- Creation of design plan to include: mood board, floral and linen recommendations, color palette, and custom floor plans
- Oversight of additional design elements including lighting design and tablescape decor
- Sourcing of custom design pieces including event furnishings and other decor
- Rental referrals of structural event elements including tenting, flooring, and staging of lounge
- Curation of paper suite to include: invitations, place cards, name cards, signage, etc.

**DESIGN SERVICES \$1,000**



## Optional Add-Ons

DEPENDING ON THE PACKAGE YOU CHOOSE, YOU MAY WANT TO ADD ON ADDITIONAL SERVICES TO HAVE JUST THE RIGHT AMOUNT OF PLANNING SUPPORT YOU NEED THROUGHOUT YOUR JOURNEY.

### DIY Set-Up

Let us help you set up your DIY décor projects such as napkins, runners, centerpieces, chair ties, pew/chair décor, and more. Client to provide decorations to the coordinator on the day of rehearsal or one week before the event. This includes breakdown and clean up. We will even help you load it back to your car.

Cost: \$300 - *see FAQ on what is excluded*

### Table/ Chairs Set-Up & Breakdown

Did you know that not all location have set-up & breakdown of table & chairs included?

If your home team cannot help, we can. Includes set-up, breakdown of tables/chairs and clean-up after the reception.

Cost: \$5 per guest

Have questions about our services?

[BROWSE OUR FAQs](#) or [schedule a free consult](#)



## Frequently Asked Questions

HERE ARE SOME FREQUENTLY ASKED QUESTIONS WE GET ABOUT THE PLANNING PROCESS:

### How much access do I get to you as my planner?

Our goal is to be there for you throughout the entire process. You are able to schedule meetings and phone calls as needed, although we will be regularly checking in to ensure that everything is going smoothly, and no issues arise. In order to provide you with the best level of service, we have guidelines in place to streamline the communication process. This is to ensure whenever you reach out we can respond with our full attention and make note of any important details mentioned during our conversation.

### What level of support is right for me?

The best way to determine what level of support is right for you is by reaching out to us to schedule a complimentary consultation. Once we learn more about your vision, how involved you desire to be in the planning process, and more about the logistics of your event we can suggest the best option for you. We'd also be happy to customize a package based on your event needs.

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### When should I hire a wedding planner?

We'd love to start working with you at any point in the process. However, our hope is to start at the very beginning with our couples. This allows us to suggest the right venue and vendors based on your desired wedding budget, and to ensure that we are best able to maximize that budget according to your needs, wants, and must-haves. That being said, we're happy to assist you whenever you need support in your wedding planning journey.

### Can I hire you if I've already hired some of my vendors?

Of course! We're happy to pick up where you left off and coordinate with any of your current vendors to ensure no detail is unaccounted for as your wedding vision comes to life. We also have a list of preferred vendors. So if there are vendors you're still looking to contract, we're happy to curate a list of potential options that match your budget, aesthetic, and personality.

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### What is the payment structure for your packages?

A retainer is due upon signing the contract to secure your date. Depending on the package you choose, the remaining balance will be split up throughout the planning process with the final balance due 3 months before the wedding day.

### What happens if I hire you for one package but realize I need more support?

You're welcome to increase the level of support at any point. If there are additional services you need help with that aren't outlined in your desired package, we'd be happy to add them in and create a custom package for you or just upgrade to the next package that included them. Feel free to browse any of our add-ons to view the additional services that we provide. Your initial deposit will be applied to the new total.

### What is included in the DIY Set-Up Add On?

All of your DIY table decorations including place cards will be done by our team. We do not set-up anything that requires a ladder and/or hanging on venue ceiling & tents - this is left to professional for safety and insurance.

### What is included in the Tables & Chairs Set-Up Add On?

We will wipe tables and chairs, set-up and break down tables and chairs. Only book this add on if the venue or rental vendors do not do have this included in their package. FYI - rental company charges per table, per chair to set-up - compare cost.



## Ready for the next steps?

LET'S TALK or TEXT!

808-450-1244

**SB Wedding**

2424 Kalakaua Ave Suite 205 Honolulu, HI 96707

If you have any other questions about the planning process, please don't hesitate to reach out to us and ask!

Email: [info@sbwedding.co](mailto:info@sbwedding.co)

Website: [sbwedding.co](http://sbwedding.co)

### Let's get to know each other!

The planning process starts with a video call where you'll tell us all about the wedding plans you've made so far, and what you envision for your big day. Then we will ask you a series of questions to learn what your pain points are, and how much guidance you're looking for.

From there, we will let you know how we can help make the planning journey more enjoyable for you and your fiancé.