

Event Planning Checklist
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9 to 12 Months or More Before:

- Set the Date for Event
- Decide on Theme or Style
- Discuss and Set Budget
- Buy an Organizer (Binder)
- Book a Site for Event
- Select Certain Dependable People to Assist
- Select a Professional Photographer
- Select a Professional Videographer
- Select Musicians
- Select a Professional Florist
- Select a Master of Ceremonies (M.C.)
- Decide on Center Pieces and Favors

5 to 8 Months Before:

- Establish a Guest List
- Develop a Record Keeping System in Organizer
- Select Invitations
- Down Payments for Halls or Caterers to Reserve Date of Event
- Purchase all items pertaining to Decor
 - Table Linen
 - Center Pieces
 - Favors
 - Leis for Parents, Grandparents, M.C., Special Guests, etc.

*Discuss Guest List with 80%/ 20% with coordinator

2 to 4 Months Before:

- Plan the Timeline for the Day of Event
- Decide on Attire
- Order Dessert or Cake
- Make Accommodations for Out-of-Town Guests
- Set aside Final Payment for Caterer
- Set aside Final Payment for Hall
- Set aside Final Payment for Musicians
- Address Invitations
- Decide on Person(s) for Sign In Table
- Create Floor Plan
- Designated Liaison between Client & Coordinator
 - Parking Attendants
 - Security
 - Clean Up Crew

1 to 2 Months Before:

- Send out Invitations
- Arrange Final Attire
- Confer with
 - Hall
 - Photographer
 - Videographer
 - Musicians
 - M.C.
 - Florist
 - Caterer
 - Baker
 - Transportation
- Arrange for Next day Gathering for Gift Opening
- Make List of Names for Center Pieces to be Given to
- Prepare Thank You Notes

- ___ Decide on Transportation
- ___ Arrange for Person(s) to Decorate the Hall
- ___ Create Program for Event
- ___ RSVP/ Final Guest Count
- ___ Deliver Everything to Event if possible

7 Days Before:

- ___ Prepare Final Payments in envelopes
- ___ Finalize all Payments for Angels Of Aloha
- ___ Meet with Musicians, Photographer, Videographer, etc.
- ___ Prepare Favors & Center Pieces in Containers to Transport
- ___ Finalize Table Linen
- ___ Decor or Plants for Hall
- ___ Decide on Time for Setting Up
- ___ Try on Attire for Day of Event
- ___ Notify Hall of Set Up Time
- ___ Assign Dependable People to Assist
- ___ Finalize Floor Plan

1 Day Before:

- ___ Load Up Center Pieces, Favors, Card Box, Sign In Book, etc...
to take to Event Next Day
- ___ Place Envelopes with Payments in Safe Place to remember to
bring to Event (Card box)
- ___ Arrange for Everything to be Deliver to Event
- ___ Relax & Get a Good Night Sleep

Day of Event:

- ___ Make sure Floor Plan is Set Up for everyone to see that will be
setting up Event
- ___ Remember Payments in Envelopes
- ___ Have a Wonderful Time