



WEDDING CEREMONY CHECKLIST

Please complete and return to Koolau Ballrooms approximately two months prior to your Wedding Date. If you have any questions, please do not hesitate to call.

1. Name of Bride & Groom: _____
 Day and Date of Event: _____
 Approximate number of Guests attending: _____
(Please note that a final guarantee count and payments are due 10 days prior to your event)

2. Rehearsal ___ Yes ___ No
 Requested Date & Time: _____

3. Name of Minister or Judge: _____
 Phone Number: _____
 Time of Arrival: _____
 Attending Rehearsal: ___ Yes ___ No

4. Musicians: _____
 Phone Number: _____
 Time of Arrival: _____
 Attending Rehearsal: ___ Yes ___ No

5. Floral Decorations: ___ Yes ___ No
 Name of Florist and Contact Person: _____
 Phone Number: _____
 Time of Delivery: _____

6. Ceremony Location:

<i>Indoor Waterfall</i> _____ White Stanchions _____ White Runner _____ Archway _____ Flower Pedestals _____ Additional Chairs @ \$5.00 each # _____ <i>(50 Chivari Chairs Included In Package)</i>	<i>Outdoor Garden</i> _____ White Stanchions _____ Gazebo _____ Flower Pedestals _____ <i>(50 White Chairs Included In Package)</i>	<i>Ko'olau Vista</i> _____ White Stanchions _____ White Runner _____ Gazebo _____ Flower Pedestals _____ Tent 20'x40' _____ <i>(50 White Chairs Included In Package)</i>
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Outdoor Locations Subject To Inclement Weather Conditions

7. Order Of Processional:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

8. Music For Processional:

Bridal Party _____
Bride's Entrance _____

9. Music For Recessional:

10. Eight Man Golf Cart for picture taking on golf course (included with Ko'olau Vista package) \$200 for all other venues _____ Yes _____ No

Notes: _____

Don't forget to bring your marriage license. After all, the main thing is that you say "I Do!" For information on obtaining your license, you may call the Hawaii State Department of Health at 586-4544.