



## WEDDING RECEPTION CHECKLIST

*Please complete and return to Ko'olau Ballrooms approximately two months prior to your Reception Date. If you have any questions, please do not hesitate to call.*

1. Name of Bride & Groom: \_\_\_\_\_  
 Day & Date of Reception: \_\_\_\_\_  
 Number of Guests Attending: \_\_\_\_\_
  
2. Reception Room:  
       \_\_\_\_\_ 'Ala Uahio (Glass Ballroom)       \_\_\_\_\_ Grand Ballroom  
       \_\_\_\_\_ Ka'a'awa Room                       \_\_\_\_\_ Kane'ohe Room
  
3. Coordinator: \_\_\_\_\_
  
4. Number of Chairs at Reception Table: \_\_\_\_\_
  
5. Receiving Line:    \_\_\_\_\_ Yes    \_\_\_\_\_ No
  
6. Introduction of Bridal Party:    \_\_\_\_\_ Yes    \_\_\_\_\_ No
  
7. Master of Ceremonies: \_\_\_\_\_
  
8. Invocation:    \_\_\_\_\_ Yes    \_\_\_\_\_ No    By: \_\_\_\_\_
  
9. Photographer: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Are you feeding the photographer(s)? \_\_\_\_\_ Yes    \_\_\_\_\_ No If Yes, How Many? \_\_\_\_\_
  
10. Videographer: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Are you feeding the videographer(s)? \_\_\_\_\_ Yes    \_\_\_\_\_ No If Yes, How Many? \_\_\_\_\_
  
11. Florist: \_\_\_\_\_ Ph: \_\_\_\_\_  
       \_\_\_\_\_ Centerpieces    \_\_\_\_\_ Reception Table    \_\_\_\_\_ Cake Flowers  
       Other Arrangements \_\_\_\_\_
  
12. Wedding Packages:    \_\_\_\_\_ Ilima    \_\_\_\_\_ Pikake
  
13. Head Table:    \_\_\_\_\_ Yes    \_\_\_\_\_ No    Number of Guests on Head Table? \_\_\_\_\_  
       On Riser    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
       Chivari Chairs/ Chair Covers : \_\_\_\_\_ Yes    \_\_\_\_\_ No  
       Hand Service For Head Table @ \$10 per person    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
       (\$10 fee waived per Wedding Packages)
  
14. Family Table:    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
       Number of Family Tables: \_\_\_\_\_  
       Number of Guests per Family Table: \_\_\_\_\_  
       Hand Service For Family Table @ \$10 per person    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
       (\$10 fee waived per Ilima Package)

15. Tablecloth Color:  White  Champagne (Off White)
16. Napkin Color:  White  Red  Forrest Green  
 Seafoam Green  Pink  Black  
 Yellow  Royal Blue  Light Blue  
 Champagne  Burgundy

***\*Customize Your Wedding With a Combination of Two Colors\****

17. Napkin Fold:  Splash  Bird Of Paradise  Fan  
 Other \_\_\_\_\_
18. Chair Covers @ \$8.00 each  Yes  No
19. Chivari Chairs @ \$5.00 each  Yes  No  
*(Complimentary for Head Table)*
20. Favors:  Yes  No  
 Description of Favors: \_\_\_\_\_  
 Set Up Time: \_\_\_\_\_
21. Placecards:  Individual  By Table
22. Numbered Tables:  Yes  No
23. Entertainment:  Yes  No  
 Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Type of Entertainment: \_\_\_\_\_ Start/ End Time: \_\_\_\_\_  
*(Note: Set up must be completed 30 minutes prior to start time/ break down must be completed within 30 minutes of end time)*  
 Are you feeding the entertainment?  Yes  No If yes, How Many? \_\_\_\_\_
24. Dance Floor @ \$200  Yes  No
25. Audio Visual:  
 Handheld Wireless Microphone (\$40 + tax)  
 Lavalier (\$50 + tax)  
 Additional Handheld Wired Microphones(\$30 + tax)  
*(One Wired Microphone and Podium Are Complimentary)*
26. Slide Show:  Yes  No  
 Projector Provided By KB  Yes  No @ \$150 + tax
27. Bouquet & Garter Toss:  Yes  No
28. Bar:  Yes  No (\$250 + Tax per Bar)  
 Hosted(*Bride & Groom To Pay*)  No- Host(*Guests Pay Individually*)  
 If Hosted: Dollar Amount For Bar Cap \$ \_\_\_\_\_  
 Standard Brands  Call Brands  
 Domestic Beer  Premium Pours  
 Imported Beer  House Wine  
 Soft Drinks  Champagne For Toasting @ \$35 per bottle

***\*All Hosted Beverages Are Subject To Current Service Fee & Applicable State Tax\****  
*(Note: No Outside Alcohol or Soft Drinks Are Allowed On Club Premises)*

29. Menu Selections : (Note: No Outside Food Is Allowed On Club Premises)

Hors d' oeuvres:

Cold Selections \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hot Selections \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lunch/ Dinner:

Salads \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entrees \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prime Rib: \_\_\_\_ Yes \_\_\_\_ No

2<sup>nd</sup> Starch Selection: \_\_\_\_ Herb Roasted Red Skinned Potatoes  
\_\_\_\_ Rice \_\_\_\_ Chow Mein \_\_\_\_ Home-style Skin Potatoes  
\_\_\_\_ Glazed Sweet Potatoes \_\_\_\_ Yakisoba

30. Wedding Cake: \_\_\_\_ Yes \_\_\_\_ No

Bakery: \_\_\_\_\_ Ph: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Cake Service @ \$1.50 per person \_\_\_\_ Yes \_\_\_\_ No

Placement of Cake: Next to Head Table On Riser \_\_\_\_\_

On The Floor Next To Head Table \_\_\_\_\_

Other \_\_\_\_\_

To properly serve you and your guests on this most important day, please provide us with a program of events for the day in chronological sequence and approximate time:

Reception Time-Line

Insert Times

	Bridal Hospitality
	Florist Arrival
	Photographer Arrival
	Minister Arrival
	Guest Set-Up (centerpieces-favors)
	Wedding Party Picture Taking
	Ceremony
	Open Bar
	Cocktails / Hors d'oeuvres
	B& G Introduction
	1st Dance
	Invocation/Prayer
	Served Dinner
	Champagne Toast/Speeches
	Cake Cutting
	Parents Dances
	Bouquet/Garter Toss
	END Time

Wedding Colors or Theme: \_\_\_\_\_



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