

# SUNSET RANCH HAWAII

## 30-DAY COORDINATION

Sunset Ranch is an elegant thirty acre estate on the North Shore of Oahu, with ocean and mountain views of the entire northwest side of the island. The estate is extremely private and provides event clients exclusive access from 9:00 am to 9:00 pm for up to one hundred (100) guests. Sunset Ranch also offers **30-Day Coordination**: an enhanced service for event clients not requiring full planning, but interested in assistance to ensure a smooth event.



**Fees:** Sunset Ranch 30-Day Coordination fees:

<u>Guest Count</u>	<u>Fee</u>	<u>Staffing Details</u>
Up to 100	\$2200	Coordinator and Assistant(s)

**Services:** Sunset Ranch 30-Day Coordination includes the following services:

- **Initial Consultation** Upon booking Sunset Ranch coordination services, clients are contacted by a Sunset Ranch coordinator to discuss general event details. Clients are also provided our Preferred Vendor list to assist with research and eventual selection of all vendors, including: tent and materials, catering, floral and design, entertainment and others. It is important to note that clients select their own vendors under this coordination package; Sunset Ranch coordinators simply help facilitate the selection process;
- **Site Tour and Information Session** 30-days prior to the event, the Sunset Ranch coordinator will meet with clients to tour the property, finalize venue selection, and talk through layout, design and event flow. All event details are discussed to make certain everyone is clear and in agreement on the overall vision. All vendor contact information and details must be delivered to the coordinator at this time;
- **Vendor Confirmation** Upon receipt of all vendor information, the Sunset Ranch coordinator will contact every vendor to confirm arrangements. This is also the time when the coordinator will discuss the details of the client's event and any and all specific needs of each vendor;
- **Layout and Design** Sunset Ranch coordinators also provide clients with a map of the selected venues, layout of the event within each venue, and notes detailing design, as necessary. The Layout and Design is delivered two weeks prior to the event to allow time to discuss and revise any final details;
- **Event Timeline** Sunset Ranch coordinators also provide clients with a timeline that includes: (i) event set up times, (ii) a detailed timeline of the event from start to finish, including all important program elements, and (iii) event take down times. The Event Timeline is also delivered two weeks prior to the event so as to allow time to discuss and revise any final details;
- **Walk Through** The Walk Through will take place within a week of the event. At this time, clients and their Sunset Ranch coordinator will discuss final timeline details, and clients may deliver any special favors or decorations to the property; and
- **Day-Of Coordination** On the day of the event, the Sunset Ranch coordinator is on site to manage and direct event set-up, the Event Timeline, and event take-down. The Sunset Ranch coordinator has the support of one or two assistants, depending on the size of the event, and the Sunset Ranch site manager to assist with any and all questions or concerns as related to the Layout and Design and Event Timeline.

A 50% deposit is required to reserve Sunset Ranch and 30-Day Coordination. Clients must also sign a contract to secure the site and coordination services. Final payment is due no later than thirty days before the event. Contact us at (808)638-8333 or [admin@sunsetranchhawaii.com](mailto:admin@sunsetranchhawaii.com) to reserve 30-Day Coordination services today!