



PRIDE IN PLANNING  
WE TAKE PRIDE IN PLANNING YOUR EVENT

# EVENT PLANNING SERVICES

2024





# ABOUT US

Pride In Planning LLC is a full-service event planning and management company. We have more than 15 years of experience producing high-caliber events of every type and scale from start to finish. It is our goal to plan your event with pride so that you can focus on being proud of the accomplishment, milestone, or celebration of your event. Our passion is managing the behind-the-scenes details so our clients don't have to worry about them. Our objective is to delight you, our valued customer, by helping you host events that exceed your personal or business requirements and expectations.



Along with attention to detail, we apply the PRIDE method of event planning to capture the vision of our clients. We offer our clients and their guests a highly  
\*P\*ersonalized experience,  
\*R\*adiant service, \*I\*nnovative solutions, \*D\*istinctive occasion, and an \*E\*xtraordinary celebration.





# SOCIAL EVENT PLANNING & DECOR

Our expert planners can help take the weight off your shoulders for any upcoming social event.

Birthdays, anniversaries, retirements, engagements - whatever the special day, the staff at PNP would love to help make your special occasion memorable.

## Types of Events

- Birthdays
- Retirements
- Anniversaries
- Graduations
- Promotions
- Galas
- Mitzvahs
- Family Reunions
- Baby Showers
- Glamping
- Picnics
- Proposals
- Virtual Events
- Award Ceremonies
- Sports Banquets

Starting at:  
**\$1,050**  
+ 20% service fee

## What We Do For You:

- Initial meeting to gather information
- PNP vendor referral list according to your needs after the initial meeting
- Budget creation and management
- Research, design, organization, and coordination of the event
- Timeline creation and scheduling of all event day-related load-ins, deliveries, and vendor arrivals
- Vendor contract review and confirmation two weeks prior to the event
- Development of a detailed timeline and floor plan for contracted vendors
- Custom design and decor creation
- On-site coordination and supervision for up to 8 hours on event day
- 2 event managers, on-site, the day of the event
- Supervise set-up and clean up of the event area
- Oversee all vendor commitments and ensure they are fulfilled to your standards
- Arrange final payments and gratuities to vendors
- Collection of all décor items and personal belongings
- Design and setup of 8 guest tables and 1 head table for up to 100 guests - additional fees apply if exceeded
- Packing and returning all personal items at the conclusion of the event
- Assist with last-minute errands

*20% service charge for inventory use  
(some decor exclusions apply -  
draping/balloons/high-value rental pieces)*



*Sydney Briggs Photography*





# CORPORATE EVENT PLANNING

PNP's planners have a wide range of experience will all different kinds of professional events. Whether it be a corporate holiday party or a three day conference, PNP will be there every step of the way. Let us plan your next event!

## Types of Corporate Events

Holiday Parties  
Receptions  
Award Ceremonies  
Team Building Events  
Retreats  
Conferences  
Banquets  
Meetings  
Fundraisers  
Appreciation Parties

## What We Do For You: (Single Day Event)

- Initial meeting with the client to gather information
- Unlimited emails, scheduled calls, and meetings with the client
- Weekly planning meetings to finalize details
- Access to PNP vendor referral list according to your needs after initial meeting
- Timeline creation and scheduling of all event day related load-ins, deliveries and vendor arrivals (if necessary)
- Booking of the event venue
- Booking of the food services need for the event
- Floor plan creation and event design guidance with full access to available rental inventory
- On-site decoration and coordination for up to 8 hours on the day of the event (additional fee applies for additional time)

Custom





# ADDITIONAL SERVICES

Michael & Jasmine Photography

## Decor & Equipment Rentals

PNP offers a selection of event rental decor and equipment. Please see our [decor and rental inventory brochure](#) for an extensive list of our items, prices, and more. We do update the event rentals on a regular basis.

## Travel Arrangements

Assistance with booking Sandals and Beaches Destination All-Inclusive Packages.

## Stationary Design

Perfect printed pieces such as invitations and save the dates for all occasions with Carlson Craft.

## Inventory Buy Back Program

Looking to offload DIY or items purchased just for your event? Allow us to buy back those items at a fraction of what you paid.



## Event Design Services

Consists of a full design board with 2 revisions, researching and sourcing of all rental and décor items, and research, sourcing, and/or creation of custom items (additional production cost may apply).

## Event Website Setup

Setup and design of free website.

## Event Insurance

Facilitate event insurance with discounted rates through a third-party vendor.



Ashley Susan Photo