



PRIDE IN PLANNING  
WE TAKE PRIDE IN PLANNING YOUR EVENT

## EVENT PLANNING SERVICES

2022







## WHO WE ARE

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Pride In Planning LLC is a full-service event planning and management company. We have more than 10 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

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.

## What We Will 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
- 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 table centerpieces and 1 head table
- Packing and returning all personal items at the conclusion of the event
- Assist with last-minute errands



## Types of Social Events

Birthdays  
Retirements  
Anniversaries  
Graduations  
Promotions  
Galas  
Mitzvahs  
Family Reunions  
Baby Showers  
Glamping  
Picnics  
Proposals  
Virtual Events  
Award ceremonies  
Sports banquets

Starting At

**\$800**





# CORPORATE EVENT PLANNING

PNP's planners have a wide range of experience with 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!

## What We Will Do For You:

- 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)

## Types of Corporate Events

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



Nu Xi Zeta Honors – 2016  
Photo: [www.CMediaUSA.com](http://www.CMediaUSA.com)

Custom Pricing





## ADDITIONAL SERVICES

### 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.

### Event Design Services

Consists of a full design board with 3 revisions, researching and sourcing of all rental and décor items, and research, sourcing, and/or creation of custom items (additional production cost may apply).

### Travel Arrangements

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

### Event Website Setup

Setup and design of free website.

### Stationary Design

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

### Event Insurance

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

### 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.

