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83714

Memo

Date: December 1, 2020

To: Tom Smith, organizer of the River Valley Elementary 3rd grade Valentine's Day party

From: Student, owner of Treasure Valley Catering Services

Subject: Request for Proposal: River Valley Elementary Valentine's Party

Introduction

Here at Treasure Valley Catering Services, we understand the importance of creating memorable, family-friendly events for your friends and family to cherish. Upholding this objective, the following proposal has been created in response to Mr. Smith's request for catering and planning the River Valley Elementary 3rd grade Valentine's Day Party on February 14th, 2021. Here we have detailed all the goods and services requested by Mr. Smith for the event.

The Objective

This proposal will outline the goods and services we offer, and will include the pricing, as well as a formal quote. As requested by Mr. Smith, we have included options that all fulfill the desired services. Provided in chronological order, the following are the services we can fulfill:

- Venue options
- Musical entertainment
- Festive activities
- Snacks, meal, and themed dessert menu
- Decorations
- Schedule and plan

Please contact us with any further inquiries and we would be happy to clarify any details.

Our Proposal

If you select Treasure Valley Catering Services to plan and cater the River Valley Elementary Valentine's Day Party, we have taken the steps to effectively provide quality services that adhere to your requests and budget. This proposal can also be easily amended to better fulfill any additional or altered requests.

Venue

Below are three suitable venue options for your Valentine's Day Party. All three locations are available on February 14, 2021.

River Valley Elementary School



One suitable venue location is the familiar River Valley Elementary School. This location may be ideal for many reasons. The 3rd grade students are likely very familiar with their school and would feel very comfortable in this atmosphere. It is convenient to where students live with ample privacy and all requested facilities available for use. This facility is also the least expensive of the three venue options. After contacting the school's principle, we determined the price for use of the playground, tables, and grass areas is \$40 for 5 hours.

Settlers Park



This venue, featuring over 57 acres, is not far from River Valley Elementary School and provides many advantages. Settlers Park has ample space, with plenty of room for seating guests and arranging activities. The park features many amenities including bike racks, drinking fountains, a fishing pond, playground, picnic shelters, tennis courts, horseshoe courts, and restrooms. Settlers Park's 50-person shelter and picnic tables cost \$50 for 5 hours.

Julius M. Kleiner Memorial Park



This venue location has the most space, featuring over 58 acres. Kleiner Park is conveniently located just a road away from River Valley Elementary School. With appealing aesthetics and its convenient location, it serves as a popular venue location for a variety of events. The benefits to choosing Kleiner Park include a playground, sheltered tables, a charcoal grill, an amphitheater, sand volleyball pit, community garden, fishing pond, rolling hills, spacious grass areas, and restrooms. The rental fee is \$75 for 5 hours.

Musical Entertainment

Treasure Valley Catering Services has worked with Boise Entertainment and DJs for the last decade, ensuring all our catered events receive the best services for affordable pricing. We highly recommend utilizing this company and their energetic and professional staff. The DJ will arrange and coordinate set-up and take-down of all equipment, as well as ensuring their playlists are according to your desires and preferences. We at Treasure Valley Catering Services will arrange a meeting that allows you to communicate your needs with your selected DJ. Boise Entertainment and DJs offers a discount while working with Treasure Valley Catering Services, moving the discounted price to \$350 for 4 hours of musical entertainment.

Festive Activities

Our greatest goal here at Treasure Valley Catering Services is to ensure the satisfaction of our clients. Considering your proposal mentions half of your guests will be children under the age of 12, you will have varied ages of guests. We have used this information to create options for memorable, family-friendly activities for everyone to enjoy. Please review the activities we have planned for your party detailed below:

Arts and Crafts Table



A table featuring a variety of family-friendly crafting supplies will be created prior to the guests' arrival. These items will include festive, Valentine's supplies, while also including simple instructions to making suggested crafts. This will give the children something they can safely enjoy, producing a memorable, festive craft they can gift to someone or take home. Many adults will find the unique crafts entertaining as well, trying their hand at producing memorable pieces of art. This would range between \$50 and \$150 depending on how many options you would like available.

Bounce House

Bounce houses are an awesome option available for entertainment at your event. All three venue options we presented have ample space for the enjoyment of inflatable bounce houses and/or slides. This allows children to enjoy themselves, socialize with their peers, and exert some energy in the process. Adults can also enjoy the fun in this active, memorable experience.

Rocky Mountain Roll provides inflatable bounce houses and/or slides for affordable pricing. If you decide to choose this option, we will coordinate with the company to set up the equipment prior to the arrival of guests, as well as clean-up and take-down after the party has ended. Below are a few different options for the inflatables Rocky Mountain Roll provides, as well as the costs of each:



The castle bounce house with the single-person slide costs \$175 for 5 hours.



The festive, heart-shaped bounce house costs \$200 for 5 hours.

Scavenger Hunt

A Valentine's Day themed scavenger hunt would be a great option that is accessible within all the venue locations. Treasure Valley Catering Services would coordinate involved staff to set up, direct, and clean up the scavenger hunt, utilizing the space and unique amenities each venue offers. Not only will this encourage critical thinking, exercise, and socialization among the children, but the scavenger hunt will additionally end with small prizes for all participants. This would range between \$70 and \$150 depending on the prize options you select.



Cookie Decorating

Another activity in which both children and adults can participate is Valentine cookie decoration. We will provide sugar cookies, frosting, sprinkles, and other assorted décor that will compliment the festive cookies nicely. The items and supplies will be set up and taken down by our staff. Pricing of this activity is \$15 per dozen cookies.



Festive Menu

Our menu recommendation for the River Valley Elementary 3rd grade Valentine's Party is dividing the food between three courses. This will include snacks upon the arrival of the guests, a main meal catered and served by our staff from 6-8pm as requested, and festive desserts following the dinner. We have detailed this recommendation below:

Snacks

Upon guests' arrival, snacks will be available for children and adults to munch on before the main meal is served. These festive, Valentine snacks will include both candies and healthy fruit options. These snacks are displayed below:



Cupid's Arrow Pretzels



Heart-eye emoji fruit bites



Ladybug Chocolate-covered strawberries



Heart-shaped rice Krispy treats

Main Meal

Promptly at 6pm, the main meal will be catered and served in a buffet-style format from our accommodating chefs right here at Treasure Valley Catering Services. Here are the dishes we plan to offer at your party's venue location:

- Festive lasagna Bundt
- Cheese-stuffed manicotti*
- Valentine pasta salad*
- Heart-shaped Bruschetta*
- Rosemary Grilled Lambchops
- Simple Marinara Spaghetti*
- Chicken Parmesan Sandwiches
- Arugula and Watermelon Salad*



**Vegetarian Options*

Buffet Set-up

Two of the three suggested venue sites include tables and seating. Unless otherwise requested, those seating options will be utilized by staff during menu layout and catering. If the elementary school option is chosen, or if otherwise desired, tables and chairs can be provided for an additional fee. As 6pm approaches, our staff will arrange and layout all buffet items, ensuring the dishes stay fresh and/or hot. The provided menu costs \$25 per person.

Desserts

Below we have detailed three festive dessert options, perfectly personalized by our skilled chefs and appropriate for your event.

Valentine Cake (\$300)

You are sure to dazzle your guests with this exquisitely tiered cake, featuring a fondant aesthetic, buttercream frosting, and your selection of the following cake flavors:

- Chocolate
- White
- Yellow
- Strawberry
- Cherry
- Red Velvet
- Marble



Chocolate-covered Strawberry Brownies (\$180)

These cute and festive brownies are always popular among kids and adults alike. Combining savory chocolate with sweet, refreshing fruit makes for a delectable dessert. The strawberries could also be changed to cherries for an additional \$10 fee.



Vanilla Shortbread Hearts (\$15 per dozen)

These simple but delicious cookies are jam-filled and friendly to varied dietary needs, as our chefs can easily make these treats gluten or dairy free. They provide a lovely option for specific dietary needs while also being eye-pleasing and appetizing.



Decorations

Providing an appealing, welcoming atmosphere for the 3rd grade Valentines Day party is our primary goal in decorating the venue of your choice. We can incorporate any suggestions or requests you have, and we have also provided a detailed summary of our recommendations below. We will arrange the set-up and take-down of all décor.

Balloons and Streamers (\$50)

We have a large assortment of types and colors of streamers and balloons available for use at the location of your choice. Streamers and balloons are a fun, inexpensive option that are especially popular among children. They can be hung easily from archways and entryways or festively draped around posts or columns. For your Valentines event, we highly recommend pink, red, and white balloons and streamers.



Themed Linens and Utensils (\$80)

The next item that would surely make the décor at your party shine is festive linens and utensils. These would include themed versions of the following items:

- Plates
- Tablecloths
- Cups
- Forks
- Spoons
- Straws
- Napkins

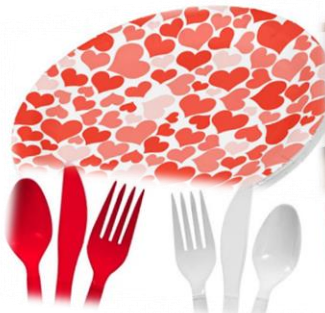


Table Floral Arrangements (\$120-\$200)

Another lovely addition to the party's décor would be to add flowers as centerpieces for the tables. This idea is pictured below:



Qualifications and Experience

Treasure Valley Catering Services is locally owned and operated. We have been serving the Treasure and Magic Valleys since 2002. In those 18 years, we have had the privilege of catering amazing events, as well as growing our reputation, serving our community, and acquiring more talented individuals as part of our team. Our website details more information, but here below are a few individuals on our team who help us shine.

- *Mia Dyslin*, the owner of Treasure Valley Catering Services graduated from Arizona State University in 2000 with a bachelor's in accounting, as well as a Master's of Science in Business Administration. Since then, she has grown her clientele as the owner of Treasure Valley Catering Services, happy to serve the public with only the best goods and services.
- *Olivia Kensington*, co-owner of Treasure Valley Catering Services, graduated from Azusa Pacific University with a Bachelor's of arts in design and architecture in 2004. The following year she became a part of our team, helping clients with her artistic abilities in structure and design.
- *John Garcia*, lead chef at Treasure Valley Catering Services, graduated from Keiser University in 2015 with a Doctoral in Culinary Arts. He became a member of our team when he joined two years ago, in 2018. He has a passion for creating fine dishes and desserts that exceed satisfaction.

Comprehensive Bid

Presented below is a comprehensive bid for the proposed goods and services:

Venue Options	Costs
River Valley Elementary School	\$40
Settlers Park	\$50
Kleiner Park	\$75
Total Costs	\$40-\$75

Musical Entertainment	Costs
DJ	\$350
Total Costs	\$350

Festive Activities	Costs
Arts and Crafts Table	\$50-\$150
Bounce House	\$175-\$200
Scavenger Hunt	\$70-\$150
Cookie Decorating	\$75-\$150
Total Costs	\$370-\$650

Menu	Costs	Notes
Snacks	\$400	This includes all the snack options presented
Main Meal	\$1250	This accounts for 50 people
Dessert	\$180-\$300	120 cookies and the brownies cost \$180
Total Costs	\$1830-\$1950	

Decorations	Costs	Notes
Balloons and Streamers	\$50	
Linens and Utensils	\$80	
Floral Arrangement	\$120-\$200	This depends on which floral option you choose
Total Costs	\$250-\$330	

Labor	Costs
Set-up and Clean-up	\$300
Planning	\$1200
Chefs	\$500
Provided Staff	\$150
Total Costs	\$2150

Schedule

Below we have detailed a scheduled plan for the organization of proposed events.

Task	Dates of the Task							
Plan a Venue								
Hire Musical Entertainment								
Purchase Decorations								
Plan the Menu								
Arrange Guest List								
Organize Activities								
Finalize Guest List								
Purchase Activity Supplies								
Finalize Menu								
Setup Venue								
Final Walkthrough								
February, 2021	5th	6th	7th	8th	9th	10th	11th	12th