

COPEs PARTY PLANNING

MEMO

Date: November 24, 2020

To: Jane Smitten

From: Copes Party Planning Co.

Subject: RFP, Christmas themed holiday party

INTRODUCTION

Copes Party Planning Co. would love to fully plan your Christmas themed holiday party and make this process as stress free as possible. Our party planning company will find the best quality options to accommodate the price range that you have provided, 7,000. We will plan for 50 guests, half adults, half children like you stated previously, while also finding the best options that will be addressed in the proposal section, so your guest have one of the best experiences this holiday season.

Supporting a small business is a great option if you aren't looking to spend loads of money on a party planner. Providing quality work and finding the best local prices is what we are experts in. We also try to be conscious of what your party is centered around. Since your party is family oriented, having options for kids and parents was vital in order for everyone to have a great time. Our company is flexible so if at any point of the planning process you need to alter something, feel free to let us know and we will accommodate to the best we can!

Within this proposal there will be many sections that lay out exactly what our company can provide for your party. These sections will include the following:

- two venue options to choose from
- DJ services
- multiple kid friendly activities
- catering options that both venues have to provide
- a detailed buffet menu that includes vegetarian options
- three different and festive dessert options
- an assortment of decorations that are Christmas themed
- a budget that includes all expenses
- a timeline of events

PROPOSED TASKS

VENUES

Copes Party Planning Co. will carry out the proposed tasks that are listed below if chosen to do by you to do so. Specific tasks, activities, and budgeting can be flexible, but it's recommended that you make alterations early in the planning process.

(Preferred) Option 1: *Waters Edge Event Center*

The Water's Edge Event Center is located in Eagle, ID. This center is very spacious so having children's activities and adult activities in the same space would not be a bother. This venue has catering included in its overall price that is shown below. Tables, chairs, and linens are also provided in the overall venue cost. This location is classic and timeless. It would be perfect for a Christmas party filled with festivities. It also has an outside patio that would be amazing to watch snowflakes fall from.



Option 2: *Potomac Manor*

The Potomac Manor is a good option for a lower cost. This venue does not have catering options so an outside catering service will have to be utilized unlike the previous venue option. This building does have a lot of space for activities for children and adults. Turning this large space into a winter wonderland for guests wouldn't be a problem. Tables, chairs, and linens are included in the overall venue price.



DJ/ MUSIC

Music Option: *Diamond Music Catering*

Diamond music catering is very well known in the Treasure Valley for their amazing light shows and DJ skills. They would be able to create a very festive ambiance for the guests at your party. They are able to play classic holiday music and even some upbeat Christmas music to get people dancing.



CHILDREN ACTIVITIES

Activity 1: *Daydream Face Paint*

Face paint is the perfect activity to keep kids occupied while also being entertained! They will get to choose their own face paint or choose two different styles like what is shown in the picture to the right. The work that Daydream Face Paint does is spectacular, and it allows children to express themselves.



Activity 2: Ornament Decorating

Decorating Christmas ornaments is a classic! The activity is so simple, yet children love to decorate them with glitter and glue for hours. These also make for a fun keepsake.



CATERING OPTIONS

Water's Edge Event Center: Included with venue price. Buffet options will be shown below.

Copes Catering: If you decide to use Potomac Manor as a venue you will need to use a private catering company. Copes Part Planning does have their own catering company as well. This would be a good option to use if you decide to use their company to plan your party. Copes Catering will provide all buffet options which are shown below. They will also aid in serving desserts. 20\$ per person (including children).

DINNER BUFFET OPTIONS

All options that are listed below will be available for both buffet options. Meat friendly options will be available as well as vegetarian options. Pictures of each item will be shown below. The buffet will be set up in a "U" shape. Side dishes will be served at the beginning of the table, main dishes will be served in the middle and desserts at the end. Water will be provided for the drink of choice. All paper products used will be white in color and plastic products will be clear. You will see these products calculated into the itemized budget below.

*Vegetarian options

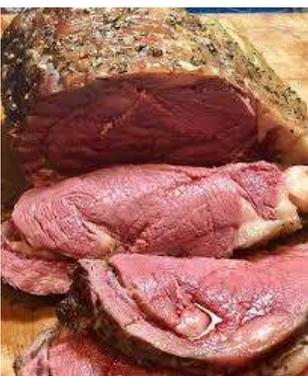
Prime Rib: The prime rib will be slowly roasted for hours before the event starts. The outside of the beautiful cut of meat will be seasons with a variety of herbs and spices. You will be able to order the meat how you prefer it to be cooked.

***Vegetarian Wellington:** This vegetarian "beef" wellington is made with beetroot, mushroom, butternut squash, and other vegetables. Then it is covered with a pastry and cooked to golden perfection.

***Potato Skins:** Our potato skins will be baked and then cleaned out in order to make a baked potato boat. Then they will be filled with cheese, sour cream, chives and bacon. Some potato skins will not have bacon on them in order to meet the needs of our vegetarian guests.

Bacon Wrapped Water Chestnuts: These are the perfect appetizer for the holidays. These bites sized bacon wrapped water chestnuts provide the perfect crunch that you're looking for. They're also are glazed in a barbecue sauce that tops them off perfectly.

***Caesar Salad:** Our house made Caesar dressing will top fresh romaine lettuce. Freshly baked croutons will also be available for you to top the Caesar dressing with. The Caesar dressing does not contain anchovies.



DESSERT BUFFET OPTIONS

All desserts will be made from a local company named Baking with Jess. Supporting a small business is important to us and we love to try to use small businesses wherever possible. Pictures of the festive desserts will be displayed below.

Sugar Cookies: Golden brown sugar cookies will be served with a cream cheese frosting. They will be decorated in three different festive ways.

Macarons: Red, green, and white macaroons will be available to snack on throughout the meal.

Cake Pops: Instead of using the traditional cupcake route to provide cake for your guests, cake pops are great options. They are easy to make and easy to eat too! They also make a lot less mess than cupcakes usually do.



FESTIVE DECORATIONS

Copes Party Planning has planned and designed a whole winter wonderland for the decorations for the venue. The location will be filled with three real Christmas trees that are covered in red and silver ornaments. The ornaments will be available in a variety of different sizes. String lights will be everywhere in sight in order to create a warm and cozy wonderland. Real pine garland will also be used around the location. The use of fresh Christmas trees and garland will make the venue smell like pine trees. You will not be able to find a place in the city that feels more festive than what we have planned.



QUALIFICATIONS AND EXPIRENCE

Copes Party Planning Co. has years of experience planning a variety of different parties. My husband and I started this business over ten years ago so I can confidently say that party planning is our expertise. Our locally owned business has been used to plan weddings of 200 guests to Christmas parties of 50 guests. We love what we do and love to see our customers happy. I urge you to review some of our high ratings on Google Reviews or Yelp.

- Cambria Copes, owner, has a bachelor's degree in business from Boise State University. She is currently in the processes of earning her master's degree as well. Before starting her own business with her husband, she worked with another party planning company for years. She has plenty of experience in this field of work and is more than qualified to plan an amazing party.
- Ryan Copes, co-owner, has a bachelor's degree in communication from the University of Idaho. Ryan really shines by being handy and building any decor that is needed for parties. He is very talented at building arches for weddings and creating exactly what you're looking for. Their teamwork and dedication really allow the couple to excel at any project that they take on.

BUDGET

Venues:

Venue	Location	Price	Notes
Water's Edge Event Center	Eagle, ID	\$4,000.00	- up to 350 guests - catering included - linens, chairs, and tables included
Potomac Manor	Boise, ID	\$2,500.00	- up to 200 guests - catering NOT included - linens, chairs, and tables included

DJ:

DJ	Price	Notes
Diamond Music Catering	\$350.00	- provides music and lighting for the entire event

Children Activities:

Activity	Package	Price	Hours	Notes
Face Painting	Premium	\$160.00	2	- This package serves 25 children which is approximately half of the guests that are coming to the party.

Activity	Brand	Item	Count	Quantity	Total Price
Ornament Decoration	Amazon	Clear ornaments	10	3	\$29.97
	Amazon	White Elmer's glue	2	2	\$19.10
	Amazon	Assorted glitter	32	2	\$19.98
	Amazon	Spool of string	1	1	\$6.89
	Amazon	Butcher paper	1	1	\$14.82
	Amazon	Folding table	1	2	\$160.00

Catering Options:

Venue	Catering Option	Price	Notes
Water's Edge Event Center	Water's Edge Event Center	\$0	
Potomac Manor	Copes Catering	\$1,000.00	\$20 per person

Dessert Buffet:

Brand	Dessert	Count	Quantity	Price
Baking with Jess	Sugar Cookies	12	2	\$48.00
Baking with Jess	Macarons	12	2	\$48.00
Baking with Jess	Cake Pops	12	2	\$32.00

Festive Decorations:

Brand	Item	Count	Quantity	Price
Amazon	7.5-foot flocked Christmas tree	1	3	\$1,089.00
Amazon	String lights	1	5	\$84.45
Amazon	Fresh garland	1	3	\$39.00
Amazon	Red ornaments	20	6	\$59.94
Amazon	Silver ornaments	20	6	\$59.94

Paper Products:

Brand	Item	Count	Quantity	Price
Amazon	Paper plates	50	3	\$29.97
Amazon	Paper cups	200	1	\$17.99
Amazon	Napkins	100	2	\$14.99
Amazon	Plastic spoons	100	1	\$12.80
Amazon	Plastic forks	100	1	\$12.80
Amazon	Plastic knives	100	1	\$8.99

Total price with Water's Edge Event Center:

Item	Total Price
Venue	\$3,000.00
DJ	\$350.00
Children activities	\$410.76
Catering options	Included with venue price
Dessert buffet	\$128.00
Festive decorations	\$1,332.33
Paper products	\$97.54
Party planning services	\$1,000.00
Total Price	\$6,318.63

Total price with Potomac Manor:

Item	Total Price
Venue	\$2,500.00
DJ	\$350.00
Children activities	\$410.76
Catering options	\$1,000.00
Dessert buffet	\$128.00
Festive decorations	\$1,332.33
Paper products	\$97.54
Party planning services	\$1,000.00
Total Price	\$6,818.63

Schedule:

Tasks	12/1	12/5	12/10	12/12	12/13	12/17	12/20	12/23	12/24
1. Choose venue									
2. Book face painting company									
3. Purchase supplies									
4. Decide on buffet options									
5. Choose music selection									
6. Decide layout of venue									
7. Confirm guest list									
8. Set up decorations and tables									
9. Final walkthrough									
	December								

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