



THE PARTY HOST  
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[www.thepartyhost.org](http://www.thepartyhost.org)

### CATERING SERVICE RATE SCHEDULE

*All packages include hors d' oeuvres, glass of wine, champagne toast, cake slicing, fresh baked bread and butter, brewed coffee and tea.*

#### **Plated Dinner Options:**

- **Traditional Package:** Two floating hors d' oeuvres, one salad, one entrée, two accompaniments (\$20 - \$30 per guest)
- **Deluxe Package:** Two floating hors d' oeuvres, one salad, a choice of two entrees, two accompaniments, one dessert (\$30 - \$50 per guest)
- **Premier Package:** Three floating hors d' oeuvres, one salad, a choice of three entrees, two accompaniments, two desserts (\$50 - \$80 per guest)

#### **Buffet Dinner Options:**

- **Traditional Package:** Two floating hors d' oeuvres, one salad, one entrée, two accompaniments (\$25 - \$35 per guest)
- **Deluxe Package:** Two floating hors d' oeuvres, two salads, two entrees, two accompaniments, one dessert (\$35 - \$55 per guest)
- **Premier Package:** Three floating hors d' oeuvres, three salads, three entrees, three accompaniments, two desserts (\$55 - \$85 per guest)

## **WEDDING PLANNING SERVICES**

The Party Host brings a fresh, stylish and inspired approach to full-service Wedding and Event planning by curating a deep sense of authenticity with each occasion. Whether you are planning a wedding, a birthday celebration, holiday party, a grand opening event, a non-profit fundraiser, a small intimate dinner with friends, or small business event -- we do it all.

## **CUSTOM EVENT PACKAGES**

The Party Host is a boutique catering and event planning company. We pride ourselves on getting to know our clients and planning an event that truly reflects you personally. We accomplish this by listening to our clients and pulling together a team of vendors that matches our client's style, budget and personality. All our event proposals are completely custom and prepared to fit your unique needs. After spending time getting to know you one-on-one, and gaining an understanding of your vision and your inspirations, we gauge the level of support and services you may require, then put together a proposal that meets those needs. Whether you need Month of Coordination, or Full Service Event Planning, we offer an a la carte suite of services that will be custom selected for you.

This package includes everything you need to get started including:

- A customized to-do list (with dates) from now until your event
- A comprehensive budget worksheet
- A list of ceremony and Event reception venue recommendations based on your budget, style and guest list
- A list of preferred vendor recommendations based on venue, budget, style and your personality.

## **MONTH OF COORDINATION**

Our comprehensive Month of Coordination package includes up to 10 hours on the day of your event, and many hours of planning prior to your Event. We know the nuances specific to your Event can be stressful in the lead up to your big day, so this package allows you to go into your Event knowing everything is taken care of, so you can focus on getting married. Our typical Month of Coordination package includes the following:

## Rate Schedule

- Meet with you prior to your event to get to know you and get a sense of who you are as individuals, and as a couple (in the case of weddings). We like to develop close relationships with our clients no matter what package you select with us.
- We work with you and your vision for your day to develop a comprehensive day-of schedule including the Event party, and each vendor.
- Contact and communicate with your vendors to develop a schedule that runs smoothly and works for everyone.
- We provide our Important Questions document to you that covers all the details (some you wouldn't even imagine!) for your Event day so nothing is overlooked.
- Review of all vendor contracts to ensure efficient timing for the day.
- Confirmation calls with your vendors the week of the event to finalize the schedule and timeline.
- Attend your final meeting (walk through) at your venue and review the BEO (Banquet Event Order).
- Attendance and coordination of your ceremony rehearsal.
- On-site coordination and supervision at your ceremony and during the reception. This includes working with all vendors including the venue, florist, musicians, photographer, and baker on their set up and schedule fulfillment.
- An emergency kit of items such as safety pins, double sided tape, Tylenol, floral materials, and more. You'll be amazed at what you'll need, and when!
- Set up of personal items at ceremony and reception such as guest book, place cards and favors.
- Coordination until all the scheduled events have taken place during your event, typically after the dancing begins. More time can be added for an additional charge.
- An assistant for the day of your Event.

### **PARTIAL AND FULL SERVICE PLANNING**

Our clients describe their needs, and we create custom packages to fit their vision—be it day-of services, or every personalized detail that goes into the event. Our Partial Planning Package includes a hand-selected list of the options below, and our Full-Service packages include the majority, all thoughtfully tailored for each event.

- **Décor:** We help you develop your style, colors, theme and incorporate your unique signature into your day. We also provide recommendations and assistance for tying together your floral, linens, lighting, furniture, stationery and all décor to complete the vision for your day.
- **Event Styling:** As event designers, we can assist you with the design and styling for all events surrounding your big day including your engagement photo shoot, Event shower, rehearsal dinner and, of course, your Event.



## Rate Schedule

- **Vendor Recommendations and Overall Coordination:** Based upon your personal style, budget, and vision, we put together a customized list of preferred vendors including florists, photographers, videographers, caterers, musicians, Officiants, etc. to help achieve the personality you'd like to see come to life.
- **Contract Review:** We review your vendor contracts to ensure there are no redundancies, you've booked enough hours, and that you are not accruing unreasonable or hidden costs.
- **Attendance at Vendor Meetings, Tastings, Site Visits:** Consider us your sidekick in the planning process. We set up and attend meetings with everyone involved in the process such as meetings with vendors; site visits at your venues; coordinated décor and design meetings; and tastings with caterers and bakers, among many others.
- **Stationery Coordination:** This includes the management of the design and production of your Save-The-Dates, invitations, place cards, menus and other printed materials.
- **Coordination of Rentals:** We organize and coordinate rented items such as tents, linens, tables, china, silverware, chairs, portable restrooms, heaters, generators, staging, flooring, and draping.
- **Transportation Coordination:** We handle bookings and ensuring smooth timing of all event transportation for the event party and guests.
- **Welcome Bags & Favors:** We provide ideation, shopping, assembling and delivery of welcome bags and favors for your Event.
- **Hotel Accommodations:** We coordinate blocks of rooms at selected hotels, and negotiate group rates.
- **Rehearsal Dinner Planning:** We provide recommendations for venues; help with menu and service details; transportation coordination; and décor assistance for the rehearsal dinner.

### OUR PERSONAL TOUCH

The Party Host knows that there are a lot of little extras that pop up while planning for your big day. We offer the following services that make your life that much easier:

- **Personal Styling:** We help you shop for Event day attire, accessories for you, the groom and other members of the Event party, putting together the complete look from head to toe!
- **Event website:** We create your own Event website through a variety of easy-to-use platforms so your guests have all the information they need in one place.
- **Exercise & Diet:** We work with, and recommend, personal trainers to develop a plan so you can look and feel your best on your big day.
- **Handling of your RSVP's** (can include receiving and tracking your RSVP's)
- **Recommendations for pre-marital counseling and/or couples coaching**
- **Honeymoon planning** (packages priced separately)
- **Ethnic commitment ceremonies or themed Events**
- **Destination Events**