



## Stress-free events

Do you have an event to plan?

Don't have the time, knowledge or motivation to do it?

Iplanuparty (*IPUP*) takes the stress out of organising your next event, so you can enjoy the party.

*IPUP* makes planning your next event easy, from corporate conferences to Christmas parties; *IPUP* is passionate about helping you create the perfect event, while keeping it within your budget.

As you begin to think about planning the event, you can become confused as to how much to spend, where to obtain specialised services, and how to choose vendors. These worries often mount as quickly as the cost of the event, and it's sometimes a shock to discover how much preparation is involved. You will be faced with decisions about invitations, caterers, venues, and entertainment which can become confusing and time consuming. As a qualified event planner I am experienced in negotiating contracts with caterers, entertainers and other suppliers, which in turn saves you valuable time and money. I can take advantage of discounts not available to private parties and avoid costly mistakes, while turning your dreams into reality.

Planning an event can take many hours. With today's hectic lifestyles, you may not have time to compare all the options, making sure you get the best deal, and make sure all the details are in place. As an event planner I am not here to make decisions for you, but to guide and assist you in making informed decisions. My training, knowledge, and experience will turn your dreams and expectations into reality. I want to host an exciting and distinctive event which you can enjoy. I will save you time and enable you to get the most for your money!





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The following party packages have been designed to take the stress out of planning your event. I can do a little or a lot, the choice is yours.



### *PARTY PACKAGES*

#### ***IPLAN A LITTLE - \$150.00***

- Initial consultation and planning of event
- Discuss and confirm budget requirements
- Venue selection
- Caterer selection
- Theme/decoration design
- Booking of suppliers
- Confirmation of all suppliers

Additional \$50.00 per hour if you require me to attend the event. (In conjunction with the above package)

#### ***IPLAN A LOT- \$300.00***

- 2 consultations including initial consultation and planning of event
- Discuss and confirm budget requirements
- Venue selection
- Caterer selection
- Theme/decoration design
- Source entertainment
- Source cake
- Source invitations
- Hiring of required equipment
- Booking of suppliers
- Confirmation of all suppliers

Additional \$50 per hour if you require me to attend the event. (In conjunction with the above package)





Stress-free events

***IPLAN IT ALL – \$1000.00 up to 100 guests***

- 3 consultations including initial consultation and planning of event
- Discuss and confirm budget requirements
- Source invitations and post
- RSVP management
- Confirm guest numbers
- Venue selection
- Caterer selection
- Theme/decoration design
- Entertainment
- Cake
- Hiring of required equipment
- Booking of all suppliers
- Confirmation of all suppliers
- Create run sheets for all suppliers and host

Additional \$50 per hour if you require me to attend the event. (In conjunction with the above package)

***Note: For more than 100 guests, the cost is 10% of total invoice.***

These plans can be altered to suit your needs. Every event you organise is important, and has many different aspects involved. Keeping within budget is the most important part of organising an event, so iplanuparty can tailor a package to suit your budget while still fulfilling your expectations.

I would appreciate a no obligation meeting with you to show you how I can help you plan the perfect event while saving you time and money.

