

D's Party Designs and Graphics Services

...addressing the things you don't have time to address

www.dspartydesigns.com

Services Available

Event Planning Packages and Other Services

How will D's Party Designs and Graphics Services handle your event? Whether it's partial or full scope planning or day of coordination... this is YOUR event. Dianne is here for YOU and wants to provide the services that YOU request, and within YOUR budget. Many who have worked with Dianne can tell you that her biggest strengths are incredible attention to detail, outstanding organizational abilities and tremendous skill in contract negotiations. Contact us for your free consultation - **703-217-7212**.



**Higher rates may be applicable over holidays
or holiday weekends. Please inquire.*

Gold Package: -- Day of Coordination \$500.00*

This package assumes you have a confirmed wedding date and selected venue.

- Includes up to 7 hours of day of event coverage, extra hours available at discounted rate.
- Up to 2 hours of rehearsal time
- Depending on size of event and time needed, an Assistant is also available (***our GOLD PLUS PACKAGE \$650.00****); ***Assistant required if ceremony and reception are in two separate locations or more than 100 guests.***
- Meet with client three-four weeks before event to visit venue and review and set schedule -- unlimited phone calls
- Will act as the main point of contact for day of event and coordinate based on your schedule
- Will arrive one hour before to oversee your event, decorate tables, set up place cards, etc. unless a modified time is prearranged.
- Other duties as mutually agreed upon in Wedding Services

Platinum Package: -- Partial Planning Assistance for your Event \$1000.00* **This package assumes you have a confirmed wedding date and venue selected and have done some of the work but still need someone to pull everything together for you.**

- Everything included in Gold Package/Gold Plus Package and more -- one to three face to face meetings as needed and unlimited phone calls and emails
- Includes up to 10 hours of day of event coverage
- Includes second event manager as part of package
- 4 months out, or as soon as possible, meet to assess timeline, wedding size, budget, theme
- 3 months out Reassess needs, develop plan and assign duties
- 1 month out, as above in Gold Package
- Since this is YOUR event, D will follow your lead, but will make suggestions for your consideration.
- Assist in budgeting and timeline
- Provide research on vendors required, will provide a minimum of 3 proposals for each vendor you need hired-- for you to make the final decision.
- Once vendors are selected, will begin contract negotiations and provide contracts for you to sign and submit payment.
- Will remind you of when payments are due.
- Coordinate appointments with vendors and vendors for you -- will attend meetings with you as schedule permits and needed.
- Work with you and your vendors to meet YOUR goals in the most cost-effective, organized approach possible

Diamond Package: -- Full Scope Planning Assistance of your Event --\$1500* This package assumes, for example, no confirmed wedding date or venue and you really want someone to take the lead for you.

What's different from the Platinum package? Basically, you have either just gotten engaged or decided you want to host an event and you are engaging services from day one of event planning -- i.e., you have done little or no planning at all up to this point - or you may have the date and venue, but nothing else completed.



"A la Carte" Package: Pick and choose the services you want and need -- based on an hourly rate of \$75.00 - or mutually agreed upon package price.

If you select this package, we will meet to discuss all your needs and together we'll customize a scope of services to fit the specific needs for your event.

D's Party Designs and Graphics Services also designs and prints custom invitations at reduced prices. We specialize in last minute needs for place cards, ceremony programs, menu cards, and more. Please visit our website at www.dspartydesigns.com to view The Design Process. Clients who book one of our planning packages receive an additional discount on their wedding or party stationery needs.

We are also proud to announce that D's Party Designs and Graphics Services is now an authorized dealer for **Carlson Craft** and **Birchcraft** wedding and social stationery. Whether you contract with us or not if you purchase your products through our website or at our dealer websites below, you will get 20% off most products. We work through a PayPal invoicing and payment system so you can be assured your information will remain secure. If you do contract with us you will get an additional discount on products.

Please visit: www.dspartydesigns.cceasy.com (Carlson Craft) and www.yourinvitationplace.com/dspartydesigns.com (Birchcraft)

Don't miss our **FREE** digital calligraphy envelope addressing offer. With a minimum of 50 invitations order, we will do your envelope addressing for **FREE** --a tremendous value both to your pocket and your time. Simply provide us your guest list, select a font of choice, or one to match your invitation and we do the rest. It's that simple! We'll even drop them in the mail for you with your postage.

Payments are accepted via Visa, Mastercard, American Express and Discover, PayPal, check, or cash. **ALL PAYMENTS RECEIVED BY D'S PARTY DESIGNS & GRAPHICS SERVICES ARE 100% NONREFUNDABLE REGARDLESS OF CANCELLATION DUE DATES BEING RESERVED FOR YOUR DAY.**

Payment plans can be arranged; however normal payment schedule is as follows:

1. 50% with signed contract - Date cannot be reserved without payment and signed contract. If your event is within 90 days of contract date, 100% is due at contract signing. Payments are 100% non-refundable.
2. 25% 90 days from date of event. Payments are 100% non-refundable.
3. Last 25% payable 30 days from date of event. Payments are 100% non-refundable.

TAKE AN ADDITIONAL 10% OFF CONTRACTED FEE IF PAID IN FULL AT CONTRACT SIGNING!!!

INSURANCE: D's Party Designs & Graphics Services provides general liability insurance to protect itself and its designees ONLY. We do NOT provide insurance for your event. You are encouraged to purchase event insurance to safeguard your bridal investment and personal liability.