



SPECIAL EVENTS

PARTIES – CORPORATE EVENTS – WEDDINGS

TLP Events is proud to offer professional event management services without the hefty price tag.

Do you wish to plan your own event but are just after some fresh ideas and a point in the right direction? Have you already began planning your event, know what still needs to be organised but just don't have time to finalise it all? Do you shudder at the thought of trying to find time to organise your event in between your already hectic work and social schedule?

No matter what your situation, a professional event manager can assist you pull off an amazing event, and save you valuable time and money in the process.

So whether you're in charge of this year's office conference and awards night, you're organising your wedding or it's your daughter's 21st, TLP Events takes pride in knowing we are that professional you're looking for.

Contact us for an obligation free consultation and see that no matter what your event, what your vision or what your budget, TLP Events can bring your dream event to life!

CORPORATE EVENTS

Please contact TLP Events directly to discuss your requirements



'LET'S PARTY' PACKAGE - \$950.00

This package is designed for birthday parties, anniversaries, graduations and similar special events with 50 guests or less attending. For wedding related celebrations, please refer to the Wedding Packages.

With the 'Let's Party' Package, your party coordinator will take care of everything while you only have to make the final decisions. Working to your budget, your party coordinator will source all quotes and requirements and liaise with any suppliers on your behalf. Your party coordinator will create a shopping list and purchase all supplies on your behalf. They will also assist with party set up.

The package includes:

- Initial consultation to determine the style and size of the party, to help coordinate a theme and budget and assist with choosing suppliers to suit your wishes and needs
- Unlimited consultations thereafter
- Organisation and coordination of all agreed arrangements
- Your party coordinator will act as point of contact for any suppliers
- Your party coordinator will conduct shopping trips for supplies, as agreed and required
- Your party coordinator will set up all decorations and theming prior to the event

This package does not include attendance at the actual event. If you require a party coordinator present for the event this can be provided for an additional discounted fee of \$20.00 per hour.

Package price does not include the cost of hiring and/or purchasing items used in the decorating, catering or any other aspect of the event. If guest numbers exceed 50, an additional \$2.00 per guest will be charged.

A deposit of \$100.00 must be made within seven days of booking confirmation before any services can be commenced. Final payment must be at least fourteen days prior to the party.

TLP Events Services Form

Thank you for choosing TLP Events to assist with your special event. Please tick the box for each service you know or think you may require, and list any suggestions/ideas you already have for each item:

Services	Required	Comments
Theme selection		
Venue selection		
Invitations / Stationery		
RSVP collection		
Decorations		
Catering		
Entertainment		
Equipment hire		
Staging / Lighting		
Music		
Photographer		
Videographer		
Master of Ceremonies (MC)		
Gift Registry		
Favours / Take home gifts		
Other:		
Other:		
Other:		