



# AT A GLANCE

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# About Save the Date®



## WHO WE ARE...

Founded in 1993, Save the Date® originally started as a venue and vendor search firm. Twenty years later Save the Date®, an award-winning event planning company, provides clients with the best resources needed to execute their conferences and other special events. We have been dubbed “the planner's planner” because we know the culture of the corporate clientele. We understand the need for immediate turn-around, minimizing your spend while maximizing your return on investment and managing the overall logistics, all within our clients’ timeline and expectations. Our a la carte approach gives each client the flexibility to have us search for the perfect location or outsource any event to us when an extra hand is needed. Save the Date® aims to honor your company’s integrity and vision in every event we produce across the globe.

## WHAT WE OFFER...

### Free Referral Services

- Research and provide a customized venue guide based on your event specifications
- Schedule and attend site appointments
- Contract negotiations
- Assistance with additional vendor recommendations

### Event Consulting Services

- Assist with selection of all vendors
- Negotiate all vendor proposals and fees
- Prepare projected budget
- Manage payments on client’s behalf
- Act as primary liaison with all contracted vendors
- Manage and coordinate all event logistics
- Design logistical overview of the complete program
- On-site management for the duration of your event

## WHY WE SUCCEED...

- We produce more than 30 million dollars in events annually and, because of this, we have tremendous buying power in the industry, saving our clients’ money as well as time.
- We manage thousands of New York City event venues and vendors, helping our clients determine the right location or vendor for any specific event, within their budget parameters.
- Collectively our Save the Date® planning team has a background in corporate, fashion and non-profit events as well as high-profile weddings. This unique group makes us the most diverse and experienced planning team available.
- By charging a flat rate, not a percentage of your bottom-line, we work within your budget instead of adding to it. Hire us to assist with a one-day event, a multi-day program or pay us a monthly retainer for support during your busy season.

# Event Services



## Referral Services

### LOCATIONS

Save the Date® maintains a database of over 2,000 venues in New York City and hundreds nationwide. We are supported by our vendors, so there is no cost to our clients. Let Save the Date® be the one and only call needed to find your ideal location.

- Event Spaces
- Lofts
- Museums
- Hotels
- Restaurants (Private Rooms)
- Rooftops
- Tents
- Outdoor Venues
- Conference Centers

### VENDORS

Whether you need exceptional food, extraordinary entertainment, beautiful décor, dramatic lighting or unforgettable invitations, allow Save the Date's® knowledgeable staff to guide you to New York's premiere vendors.

- Caterers
- Entertainment
- Décor
- Lighting and Audio Visual
- Transportation
- Invitations
- Photographers

## Consulting Services

### CORPORATE

Our professional planners work with you to reserve the perfect location, negotiate the best rates, manage multiple vendors as well as all other important details.

- Retreats
- Investor Meetings
- Product Launches
- International Incentive Programs
- Multi-Day Conferences
- Closing Dinners
- Summer Associate Events
- Partner Dinners
- Picnics

### SOCIAL

Our consultants will work tirelessly with you to finalize the infinite details involved in orchestrating your fabulous event.

- Weddings
- Birthdays
- Bar/Bat Mitzvahs
- Sweet Sixteen Parties
- Anniversary Parties
- Children's Parties

### NON-PROFIT

Allow our experienced planners to ensure that your organization is able to maximize profitability while producing a memorable event and upholding the mission of the organization.

- Galas
- Fundraisers
- Opening Nights
- Board Retreats
- Alumni Weekends
- Leadership Conferences
- Casino Nights

# Event Highlights



**Electrolux Product Launch**



**Pencils of Promise Gala**



**New 42nd Street Gala**



**Volpicelli Wedding**



**40th Annual FIFA Awards**



**Lafazan Wedding**



**GoldenTree Asset Management Annual Meeting**



**10th Anniversary Fox News**