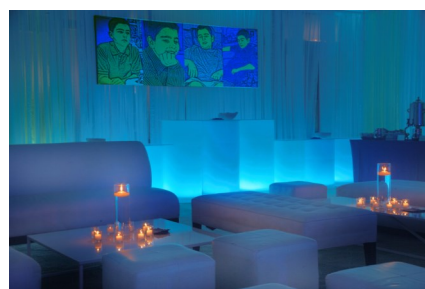


CONSULTING SERVICES

COMING OF AGE CELEBRATIONS



About Save the Date®



Founded in 1994, Save the Date® was originally started as a venue and vendor search firm. Twenty years later Save the Date® is an award-winning event planning company, specializing in providing clients with the best resources needed to make the unique vision for their coming of age celebrations a reality. We understand that every celebration represents the culture and values of each family. Utilizing a variety of venues and vendors, our planners work within any budget to create an unforgettable experience. In most cases, we save our clients at least half of our planning fees by leveraging our relationships to benefit our social clientele. Our a la carte approach gives each client the flexibility to have us search for the perfect location, plan from start to finish or hire us one month out to provide the extra hand when it is needed most. Save the Date® aims to honor your vision in every coming of age celebration we produce.

- We have produced more than 30 million dollars in events during a fiscal year and, because of that, we have tremendous buying power in the industry, saving our clients money as well as time.
- We work with and manage thousands of New York City event venues and vendors allowing us to help navigate you through the vendor selection process with ease.
- As our clientele grew, so did the demand for our full service planning. Collectively the Save the Date® planning team has over two decades of event planning expertise. Whether on a private island, a reception on a sleek rooftop or a tented dinner in the Hamptons, we have seen and planned it all.



Event Services



Partner with the experts at Save the Date® to make the vision for your coming of age celebration a reality. Our consultants will work tirelessly with you to finalize the infinite details involved in orchestrating a special and meaningful day that your family and friends will never forget.

FULL SERVICE EVENT PLANNING

- One dedicated event consultant throughout your entire planning process
- Assist with selection of all vendors including, but not limited to venue, caterers, entertainment, invitations, décor, transportation, room blocks, amenities, photographer, and giveaways, where necessary
- Review and negotiate all vendor proposals, final contracts, and fees
 - *Save the Date® typically saves the client an amount equivalent to 50% of the consulting fee
- Act as primary liaison with all vendors throughout planning process and day-of
- Attend appointments with all primary vendors
- Set and manage schedule for confirming of all logistics; ie. contracts, appointments, and final walk-through
- Assist in design and print of save the dates, invitations, place cards, escort cards, and menus
- Coordinate any necessary room blocks and VIP needs
- Coordinate group transportation to and from reception, where applicable
- Prepare projected budget and manage payments on client's behalf
- Finalize floor plan
- Final run-throughs at all locations with all necessary vendors for each function
- Assist with all final orders and deliveries of all printed materials, rentals and other specialty orders
- Prepare a timeline for day and night of event
- On-site management for set up the duration of the celebration

Event Services



Save the Date® believes that all families deserve to enjoy their special day while we focus on the details. That is why we chose to begin our part-time services a month from your event date, as opposed to offering only day of services. As planning experts, we know that creating strong relationships with your vendors starting a few weeks out is essential to executing a flawless event.

MONTH-OUT SERVICES

- Act as primary liaison with all vendors related to your event
- Attend all final walk-throughs with all vendors
- Assist with all final order and deliveries of all printed materials, rentals and other specialty orders
- Manage final payments for all vendors on client's behalf
- Finalize the floor plan
- Prepare a timeline for day and night of event
- On-site management for setup and the duration of the celebration



Event Highlights

