



AT A GLANCE



About Save the Date®



WHO WE ARE...

Founded in 1994, Save the Date® 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 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

Help you find the perfect venue for free.
Connect you with the best vendors.

- Provide recommendations on venues and vendors that fit your specific needs (budget, location, availability, aesthetic and capacity)
- Schedule and attend site visits with you
- Provide follow up and ensure a courtesy “professional” hold on the date only available to planners
- Negotiate contracts
- Stay immersed in the process until the contract is signed

Event Consulting Services

Help you plan the event.
Produce any aspect of the event.
Includes but not limited to:

- Assist with selection and negotiation of all vendors
- Prepare projected budget, timeline
- 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.
- Save the Date® believes in an a la carte approach to event planning. We believe that each event and client are unique and as a result, so are our services.

Event Services



Referral Services

LOCATIONS

Save the Date® maintains a database of over 1500 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
- And more...

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
- And more...

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, COMING OF AGE & WEDDINGS

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

