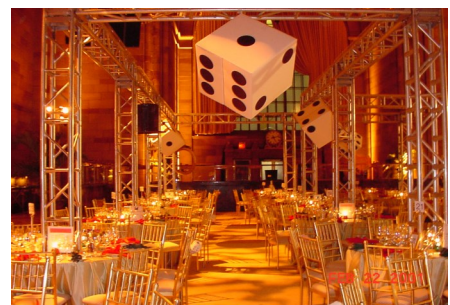
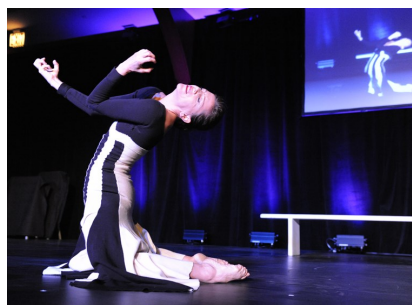
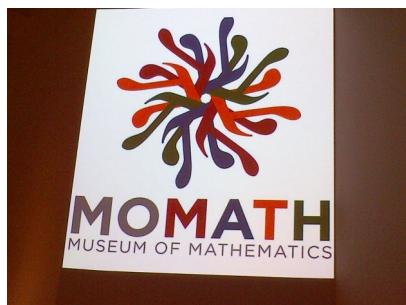




CONSULTING SERVICES

NON PROFIT



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®, an award-winning event planning company, specializes in providing clients with the best resources needed to execute their galas and other fundraising events. We understand the need for immediate turn-around, minimizing your spend while maximizing your dollars raised and managing the overall logistics, all within our clients' timeline and expectations. In most cases, we save our clients at least half of our planning fees by leveraging our relationships to benefit our non-profit clientele. It's a perfect partnership. You focus on your message and development and we handle the rest.

- 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, helping our clients determine which is the right location or vendor for any specific job within their budget parameters.
- As our clientele grew, so did the demand for our full service planning. Collectively our Save the Date® planning team has over a decade of experience planning various non-profit events. Our broad depth of expertise makes us the most versatile 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.



Galas
Fundraisers
Opening Nights
Board Retreats
Alumni Weekends
Leadership Conferences

Non Profit Services



Allow our experienced planners to assist you with every detail of your non-profit event from securing your venue and vendors, budget management, RSVP collection, table seating, journals or programs, silent auction, registration & fundraising. We ensure that the client's organization is able to maximize profitability while producing a memorable event and upholding the mission of the organization.

OUR SERVICES: EVENT PLANNING & FUNDRAISING

Event Planning Options

Tier I:

- One dedicated event consultant throughout your entire planning process
- Vendor recommendations, budget allocation and vendor discussion in the following categories: venue, caterers, audio visual, décor, printed materials, entertainment and auctioneers
- Review and negotiate all vendor proposals, final contracts, and fees (AV, music, décor, etc.)
- Subject to client's approval, hire, and manage all vendors
- Act as primary liaison with all contracted vendors throughout planning process
- Schedule and attend all planning meetings with vendors
- Set and manage schedule for confirming of all logistics ie. contracts, appointments; final walk-throughs etc.
- Assist in preparation and management of projected budget
- Coordinate all vendors payments on client's behalf
- Assist with brainstorming of all creative elements including branding opportunities, theme and décor elements
- Offer creative energy and expertise in regards to menu selections, speaker options, décor and entertainment
- Assist graphic designer and print shop with creative feedback and proof reading all printed materials
- Act as primary liaison with VIPs and speakers including facilitating riders and special requests
- Manage and coordinate all event logistics, not limited to but specifically, registration, program, catering, décor, speaker needs, transportation and event staff
- Help coordinate receipt and confirm timing of presentation with audio visual provider
- Review final AV order to ensure proposal set up of sound, lighting and staging
- Work closely with internal team to ensure all logistics are being coordinated with management approval
- Assist in finalizing floor plan and seating chart based on organization's seating lists
- Assist with all final orders and deliveries of all printed materials, rentals and other specialty orders
- Determine volunteer needs and assist to finalize on-site roles
- On-site management day of event, including check in and registration by Save the Date® staff
- Post event wrap up



Non Profit Services



EVENT PLANNING CONTINUED

Tier II:

- Includes all services in Tier I
- Attend all gala meetings with committee and co-chairs
- Directly manage graphic designer and print shop to coordinate and prepare all printed materials to include save the date cards, invitations, program and/or journal
- Work with print shop to coordinate gala mailings for all trustees, honorees and co-chairs
- Collect rsyps and all monies for tickets, tables and donations and compile donations into money database
- Send weekly reports on monies collected from database
- Solicit and collect table names from all table hosts
- Coordinate and manage seating plans based on input from client and committee members

Premium A La Carte Services (can be sold separately or in conjunction with the above services):

- Solicit and collect journal ads for print
- Complete Program Journal: collect bios and photos; edit content, select printer and coordinate the delivery of the journals to the venue.
- Conceptualize and run show flow day of including managing production crew, sound check and all audio visual logistics
- Help to organize mailing list including data entry if needed
- Assist with follow up including calling all outstanding attendees to reconfirm pledges and donations
- Set up remote dedicated phone line in Save the Date® office to field all general inquiries for event
- Assist with procuring items for live and silent auction - limited to mailing re-commit letters and follow up calls
- Coordinate set-up of silent and/or live auction day of

FUNDRAISING:

Save the Date specializes in helping non-profits raise funds from individuals, corporations and foundations. By providing high quality development services with proven results, we have helped to grow small organizations into larger, well-established organizations by working to strengthen development efforts from the ground up. No organization is the same. We work with each of our clients to personally customize and design a development plan that will meet their needs and maximize their funding streams. We implement and manage each plan for every client. Our clients are able to keep their overhead costs down, learn the intricacies of development and fundraising while their organizations benefit from the rewards.

Some of our services include:

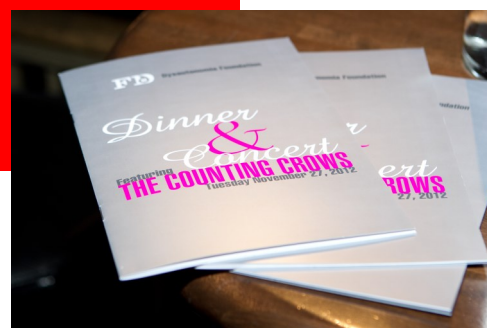
- A comprehensive development plan (long and short term)
- Assessment of annual campaign
- Donor cultivation
- Major gifts
- Marketing
- Board & donor liaison
- Donor recognition programs
- Social media campaigns
- Board recruitment



Event Highlights



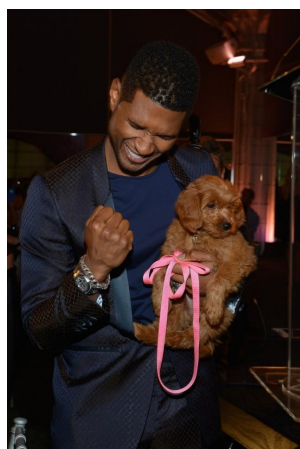
NY Police & Fire Widow's Children's Benefit Fund honoring families at the Park Ave Armory.



Dysautonomia Foundation raising awareness of the disease with a private concert with the Counting Crows at Edison Ballroom.



New 42nd Street Gala raising money for theater programs for children.



Pencils of Promise hosted their Annual Gala at Guastavino's. The event honored Usher and raised over 1.8 million dollars.

Harlem RBI raises money annually with their two large galas, Bids for Kids and the Diamond Ball.



MoMATH celebrated their opening on with a fabulous dinner at Prince George followed by an after-party at the museum.

