



# PROPOSAL KIT SAMPLE

## Event Party Planner Services Proposal (British/UK)

Scroll down to read the first part of this sample. When purchased, the complete sample is 9 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Samples, Company History, Services Provided, References, Policies, Back Page

This sample was created using **Proposal Pack Bubbles #3**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Bubbles #3](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write Your Proposal in a Foreign Language](#)

Lori Parsons  
Executive Services Director  
St. Paul's Hospital  
123 York Street  
London SW1A 1AA  
United Kingdom

Ms. Parsons,

Thank you for contacting The Party People, LLC to host the party for your charity benefit auction. We are delighted to be a part of this important event and we are sure that we can provide a tasteful yet fun evening for all the attendees.

I am available for planning purposes between 8am and 9pm, 7 days a week. Your benefit will be flawlessly planned and executed. I will oversee the entire event, and I will have three assistants on hand to ensure perfection. In addition, we have fully trained, professional wait-staff, excellent catering options, and our own set-up and break-down staff. We will book your musician, and we will coordinate the timing of the evening's events, and as we know how time-consuming finding donations can be, we further offer to pick-up all of your donations prior to the event. We hope that will allow you more time to find donors. As far as the remainder, the only thing you'll have to do is give approval for the final party package. From there, we can plan the rest!

Our team genuinely looks forward to working with St. Paul's Hospital's. I have provided for you our services list and several sample themes/packages that I think will work for your benefit. Of course, these ideas are just a starting point. We would appreciate the opportunity to talk with you further about how we can help your charity benefit become a resounding success! Thank you.

Sincerely,

Kellie Fuller  
Lead Consultant  
The Party People, LLC  
020.7616.2835  
[kellie@ThePartyPeople.co.uk](mailto:kellie@ThePartyPeople.co.uk)  
[www.ThePartyPeople.co.uk](http://www.ThePartyPeople.co.uk)



# QUOTE

## St. Paul's Charity Benefit

Prepared for: Lori Parsons  
Executive Services Director

Prepared by: Kellie Fuller  
Lead Consultant





# TABLE OF CONTENTS

Services Provided .....	2
Samples.....	3
Policies .....	4
References.....	5
Company History.....	6





# SERVICES PROVIDED

The Party People, LLC will provide the following services to St. Paul's Hospital's. Prices are based on our initial interview and subject to change based on the final packages, options selected and guest counts.

- **Individual Consulting & Planning**

Kellie Fuller will be your individual consultant, taking care of all your planning needs. She will be available 8am to 9pm, 7 days a week for meetings. Consulting services are provided at no cost to you if you choose to place a deposit for your party.

- **Decorations and Set-Up**

Kellie will oversee the design, decoration, and set-up of your party, and will coordinate with our set-up staff prior to your party and the day of your party to make sure every detail is taken care of. Choose any of the 3 sample packages below for £500.00.

- **Catering**

We will provide full catering services for your party. In the event that we are not able to meet your catering desires, we will contract catering with a third party. A buffet for up to 25 people is available for £250.00.

- **Open Bar**

We will provide a 4 hour open bar for your party. In the event that we are not able to meet your catering desires, we will contract catering with a third party. A 4 hour premium stocked open bar for up to 25 people is available for £400.00.

- **Music and Entertainment**

We have extensive lists of the best musicians, bands, and DJs. We will provide contracting and coordination of your music and entertainment needs. Our DJ package is available for £450.00.

- **Party Hosting**

Kellie will attend and oversee your party, along with her three assistants. Any needs that must be met during the party will be taken care of, and she will coordinate scheduling for the entertainment, music, and auction. Cost is covered in the decoration package above.

- **Break-Down and Clean-Up**

The Party People, LLC employs its own crews for these services. You will not have to worry at all about the state of the rented facility when your party is over. We will take care of everything. Cost is covered in the decoration package above.





# SAMPLES

We have included several concept themes based on our understanding of the project and the preliminary event date of late January, early February. These themes are for illustration purposes only and are not intended to be final choices. The themes reflect our desire to create a mood of generosity and to offer you a marketable event wherein patrons will not only purchase auction items, but also be happy to pay the ticket price you have set. We will work closely with you to finalise all concepts before the event.

- **Concept #1: Parisian**

Our first concept transports your patrons into a relaxing Paris evening. The mood will be set by a darkened room lit only with hundreds of strands of white lights and table candles. Decorations will include trompe l'oeil, wrought iron accents, round tables with white cloths, and elegant centerpieces. The auction tables will be set with raised platters of cheeses, wines, and baked breads, pastries and strawberries, and a five course dinner will include traditional French fare, such as canapes, onion soup, filet mignon, and crème caramel. A string quartet will play throughout the evening. The theme of this party focuses on romance and old-world ideals, setting the mood for carefree relaxation.

- **Concept #2: Moroccan**

Our second concept transports your patrons into extravagant and elegant Morocco. Luxury fabric panels in a variety of textures will be draped around bamboo screens and paper lights in all colours will fill the room. Guests will be able to choose traditional seating, or floor seating on Moroccan rugs and pillows. The auction tables will be set in a Moroccan bazaar style, with mock tent canopies and beautiful tapestries. Guests will also be able to choose from traditional Moroccan fare, including seafood, curries, and saffron dishes. Food will be served on colourful plates. Musicians will play traditional Moroccan music, setting the mood for this party to be one of extravagance and pleasure.

- **Concept #3: Mardi Gras**

Our third concept transports your patrons into the full-party atmosphere of a Mardi Gras masked ball. A grand archway flanked by columns draped in purple, green and gold panels will greet guests. Tables will be flamboyantly decorated in the same colours, with fake gold coins strewn over the table linens and hundreds of purple, green and gold balloons obscuring the ceiling. Lighting will come from coloured lights, light strands, and a mixture of paper lights. Guests will wear masks and dance to the live jazz band. The auction tables will be set colourfully, with accents of gold throughout, and ribbon columns in the background. Food will include Cajun choices, such as jumbo shrimp and gumbo, and will be served buffet style. The mood of this party will be one of excitement, energy, and fun, without the lewdness.



The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

### **How do I customize or create my own version of this sample?**

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
- 6) Open and edit the Word document to complete your work.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

