



My Special Event®

Personal Party Planning

My Special Event can help to organise that “special” party for you. Whether it is a child’s birthday, adults’ birthday or anniversary, My Special Event is on hand to help you.

Do you find yourself asking these questions?

Q. I want to organise my party but where do I start?

Q What type of party should I organise? Surely it will be too difficult?

Q. What would I like and what can I realistically do with the budget I have?

Q. I would like someone on hand to help plan, time manage and organise my event

If any of your answers to the above questions are **YES**, then get in touch with My Special Event.

Types of Parties

- Birthday Parties (Adult and Children – Age restriction on some events) – Enquire
- Anniversary Parties
- Christening Parties
- Engagement Parties
- Baby Showers/ Gender Reveal Parties
- Easter/ Christmas/ Halloween Parties
- Religious Celebrations
- Hen & Stag Parties – Restrictions will apply to these.
- Retro Video Gaming Party– Please enquire about these events due to availability

My Special Event with the client’s permission would liaise with the suppliers and it is up to you how much we are involved or how little.

Insurance for **All Events** will be the responsibility of the client/ host of the event. My Special Event has their own Public Liability Insurance, but the client would have to make sure all the appropriate insurances were in place with the venue (if used) and the other participants of the event. This is something we can speak about at the initial consultation and depends on what you have at your party that needs legal or insurance.

Q: Why Should I choose an Event Planner like My Special Event?

My Special Event has over the years been involved with many events, some charity for world-wide charities and others for local community charities. Other events have been parties and Zoe, herself has had 2 weddings to organise. My Special Event can work with you to make sure your event runs smoothly.

Q: What will My Special Event do?

1 Hour FREE CONSULTATION

The first step is to arrange your free 1-hour consultation with My Special Event. This can be done virtually or face to face in a public meeting place or at the charity. This is an opportunity for both the client and My Special Event to meet and get to know one another.

The consultation is an opportunity to discuss all the ideas you have informally and work out the best way to proceed further.

After the initial consultation, My Special Event can prepare a contract for the client and a quotation outlining the work involved and what to expect. This will then be agreed and signed by both the client and My Special Event, and a deposit will be paid to secure the date and the services of My Special Event. The final payment will be paid before the date of the event unless otherwise agreed.

Q: Event Planner- What will they organise?

My Special Event is on hand to organise as much or as little of the event as needed. All duties will be discussed at the consultation and a timetable of what to do will be created.

My Special Event can help with organising the following for your Event.

1. Venue / Location
2. Budget
3. Team needed to carry out the event – Volunteers, their details, and requirements etc
4. Catering if needed and beverages
5. Transport to and from the venue
6. Equipment needed for the event/ furniture/ sound equipment/ signage – Anything organised will be checked and PAT tested if needs be
7. Legal requirements and permits
8. Marketing and publicity for the event
9. Organising any special requirements
10. Decoration for your special event
11. And much more.....

Q: What will happen after my Event?

After any event, there is normally a follow up meeting with the client to discuss what worked and what didn't. This can be done over the telephone or face to face with a coffee. Its always nice to catch up with clients as on the actual day it isn't always possible to have lengthy conversations. At My Special Event, we will make sure your hand is held every step of the way and you are always aware of what's happening, to make sure things run smoothly.

FEES

Fees are depending on the size of the event and the amount of work involved.

There is a basic structure of my fees, but events will either be a flat rate or an hourly rate, this is something we can discuss at the initial consultation.

NO SET FEE AGREEMENT: Pay as you Go Option

- 1 Hour Consultation = FREE
- Subsequent Consultations pre contract = From £10/hr
- Hourly Fee charged for any work involved up to and including the day of the event (if applicable) = £20/ hr
- Mileage of 0.30p a mile will be charged for any extra mileage needed to organise the event. Mileage on the day of the event is included in the hourly rate.

SET FREE AGREEMENT: Pay for your Event in one Fee (limits on work done) – This price can be discussed during our initial consultation. Fees are normally in the region of 10% to 25% of the price of the event. (This can be a cheaper or more expensive option depending on how much work is required)

PLEASE NOTE ANY PARTIES OF 150+ PEOPLE A FEE OF £200 WILL BE CHARGED PLUS 10% OF THE TOTAL BUDGET. This fee is due to the amount of work required to organise a big event and the organisation required on the day with a larger amount of people. This can be discussed at the initial consultation.

Restrictions may apply to Hen and Stag Parties – Some venues will require a damage deposit to cover any incidents which may happen at the venue. Some venues may not permit Hen & Stag Parties so the client will have to bear this in mind when they have their ideas of which venue to hold their event at.

Any payments should be made to My Special Event by **BACS** or **PayPal**. A receipt will be given for any payments made. No cheques will be accepted. A deposit of **£50.00** and signed contact will need to be done to secure the date with My Special Event. **Any late payments will incur a late payment charge of £15.00**

Contacting My Special Event

If you would like to discuss your Event with My Special Event and have your Free initial consultation, then you can contact Zoe of My Special Event the following ways:

Email: info@myspecialevent.co.uk

Website Contact Form: www.myspecialevent.co.uk

Facebook Message: Search My Special Event – Zoe Pniewski

Instagram: zoepniewski

LinkedIn: Zoe Pniewski / My Special Event

Nextdoor App: Zoe Pniewski/ My Special Event

PLEASE NOTE:

My Special Event will put together an Event Plan and this will detail every aspect of the event on the day, from contact details to timings. If for whatever reason My Special Event is unable to attend on the day, then a suitable replacement will be sourced if available or alternative arrangements will be made.