THE

EVENT ROOM

PLAN • RENT • DESIGN • CELEBRATE

Little MOMENTS

PACKAGE



SMALL CHILDREN'S PARTY
UP TO 20 GUESTS

STARTING AT

$350

A Little Party. A Lot of Memories.

Perfect for intimate birthdays, first birthdays, and small themed celebrations. With our Little Moments Package, I'll be your creative thought partner, providing planning ideas, inspiration, and guidance to help you bring your vision to life. You'll have the flexibility to handle the details yourself while benefiting from professional advice and support throughout the planning process.

WHAT'S INCLUDED

- Initial planning consultation (up to 1 hour)
- Theme and color palette development
- Digital inspiration board
- Simple event layout and décor recommendations
- Party activity and entertainment suggestions
- Access to The Event Room's Preferred Vendor List
- Up to 3 planning meetings or check-ins
- Basic event-day schedule

ADD-ON SERVICES

On-Site Setup of Client-Owned Items — $125 (Up to 2 hours)
Arranging decorations, table settings, centerpieces, party favors, and other items purchased by the client.

Additional Setup Time — $50/hr
For more extensive decorating or setup needs, subject to availability.

Vendor Management & Coordination — $175 (Up to 3 vendors)
Communication with up to 3 client-selected vendors, confirmation of service details, delivery/arrival scheduling, and coordination of their responsibilities before the event.

Additional Vendor Coordination — $50/vendor
For each additional vendor beyond the initial three.

This is a planning guidance package. On-site setup, vendor management, rental delivery, and event-day coordination are available for an additional fee. On-site setup applies to decorations and event items purchased and provided by the client. Setup of rental items provided by The Event Room is not included and is subject to our established rental delivery and setup fees. Complex installations, balloon garland construction, furniture assembly, and post-event breakdown may require an additional quote.

LET'S PLAN THEIR NEXT BIG MOMENT

THEEVENTROOMHSV.COM

THE EVENT ROOM

PLAN • RENT • DESIGN • CELEBRATE

Big Little CELEBRATIONS PACKAGE

LARGE CHILDREN'S PARTY
21 – 60 GUESTS



STARTING AT
$650

Big Celebrations for Your Little Ones!

Perfect for larger children's birthday parties, milestone birthdays, and themed celebrations that deserve a little extra magic! With our Big Little Celebrations Package, I'll serve as your creative planning partner, helping you develop your vision, organize the details, and create a memorable experience for your child and guests.

WHAT'S INCLUDED

- Initial planning consultation (up to 1 hour)
- Theme and color palette development
- Digital inspiration board
- Detailed event design concept
- Event layout and décor recommendations
- Party activity and entertainment suggestions
- Guest activity and entertainment schedule
- Budget planning worksheet
- Access to The Event Room's Preferred Vendor List
- Vendor recommendations
- 3–4 planning meetings or check-ins
- Detailed event-day timeline
- 2 hours of on-site setup of client-owned items

ADD-ON SERVICES

Additional On-Site Setup Time
For more extensive decorating or setup needs beyond the two hours included in the package, subject to availability.
$50/hr

Vendor Management & Coordination
Communication with up to 4 client-selected vendors, confirmation of service details, delivery/arrival scheduling, and coordination of their responsibilities before the event.
$175
Up to 4 vendors

Additional Vendor Coordination
For each additional vendor beyond the initial four.
$50/vendor

IMPORTANT INFORMATION

On-Site Setup
On-site setup applies to decorations and event items purchased and provided by the client. This package includes up to two hours of setup assistance. Additional setup time is available for $50 per hour, subject to availability.

Rental Delivery & Setup
Setup of rental items provided by The Event Room is not included in the package's client-owned item setup service and is subject to our established rental delivery and setup fees. Complex installations, balloon garland construction, furniture assembly, and post-event breakdown may require an additional quote.

Vendor Management
Access to our Preferred Vendor List and vendor recommendations is included. Active vendor management and coordination is available for an additional fee.



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