

PARTY EXAMPLES



- Birthday party
- Wedding
- Baby shower
- Bridal shower
- Holiday party

WHAT SAM'S SIGNATURE PROVIDES

- Sam's Signature will set up a **free** consultation via zoom or in person with interested parties to discuss the event goals and responsibilities.
 - Budget and timeline will be required during this consultation.
 - If there is decor Sam's Signature can help provide this will be discussed during the consultation. Pricing is stated below.
- Sam's Signature will act as a liaison between vendors, venues, additional service providers etc.
- Sam's Signature will do their best to coordinate availability for a walk through on any venue sites.
- Sam's Signature will be available and on site the day of the event start to finish.
 - ****Weekends are preferred****

PRICING

- \$40 an hour.
 - This includes all of the planning leading up to and during the event.
 - The hours related to all planning activities leading up to the event will be billed via invoice to the client 7 days before the event and **must** be paid 5 days before the event. The remaining amount (hours at the event) will be billed at the end of the event and **must** be paid at that time.
 - Any decor provided by Sam's Signature will be charged separately via invoice.
 - If decor is provided through Sam's Signature the hourly rate for all decor production is \$30 an hour.
 - Prior to the event, materials for all decor will be quoted and must be paid at that time if all parties agree on the price. Sam's Signature **will not** move forward with the decor if the materials are not paid for.

ADDITIONAL INFORMATION

- All clients interested in using Sam's Signature as a service will be required to sign a contract via docusign after all parties agree on terms.
 - Cancellation policy will be included in the contract.
- All communication must go through our email stated below.
- We accept cash, check, or venmo

www.samsignature-event-design.com

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