



Pampas Picnics

2023

PPR
FULL
SERVICE
PLANNING
+ DESIGN

hello@pampaspicnics.com
www.pampaspicnics.com
609-744-6786

BROCHURE OF SERVICES

conferences summits
weddings birthdays
showers proposals
rearsals engagements

About Us

With over a decade of planning and executing large scale events, the pandemic showed us a different way or curating intimate luxe niche events and gatherings. We work for your experience to be perfect, from start to finish. We know that experience starts early in the process so we try to offer as much info online and we're here to answer your questions when you need to walk through your unique concepts.

What to Expect

We specialize in intimate affairs, and we are certain we are able to help you achieve the look and feel you would like to attain with your decor. If you are open to ideas. we work with you to provide examples of past work that has worked, and brainstorm to create something fresh to make your event special. Our full-service planning includes vendor coordination, day-of assistance, and decor set-up. You won't have to lift a finger!

Our Pampas Process Overview



1.

We set-up an initial call to discuss your vision! During this time, we determine what we have in stock, and the items we will source and develop an internal spreadsheet from there.

2.

Following, we send a custom budget proposal over to you. There, you can see an itemized list of your vision, and decide what stays and what goes. Upon, reviewing and approving your budget, we move forward to booking.

3.

After you complete your booking with your 50% deposit (unless stated otherwise), we provide all of our clients with complimentary look books to help flesh out your design ideas and concepts. There, we continue to edit your design as new ideas come to mind, and to finalize the final look via pictures of all the materials, swatches, and options with weekly and bi-weekly meetings.



Day-Of Coordination *Experience*

From “minimonies,” mico-weddings, birthdays, baby showers, bachelorette parties, bridal showers, proposals, engagement parties, anniversaries & simply just because... we are here when you need us the most. For design and decor, without the vendor assistance, and only day-of assistance, and decor set-up, with items are provided, as well!

Day-of, this includes, but is not limited to:

- Directing the ROS
- Coordinating and assisting with the setup of the program
- Setup of event accessories and final touches
- Ensuring placement and arrivals of all vendors and VIPs
- Acting as the point of contact for all vendors
- Assisting with the needs of the guests as needed
- Procuring and delivering guest welcome bags
- Distributing final payments and gratuity to vendors
- Providing a stocked emergency kit
- Managing any unforeseen hiccups
- Coordinating load-out
- 8 Hours of on-site with our coordination team, with access to additional staffing, and additional hours

All tasks and needs vary per event, and we are open to understanding needs that may be specific to you! Anything more, such as balloon decor, rentals, grazing boards, or any enhancements will be additional line items to your overall budget.



Full-Service Planning *Experience*

Our full service planning is ideal for the person who wants us to take control of everything, from start to finish, decor and design, and vendor procurement. Amongst, everything listed, this boils down to: vendor coordination, day-of assistance, and decor set-up. You won't have to lift a finger!

Pre-event, this includes, but is not limited to:

- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue location
- Vendor recommendations, negotiations and bookings
- Contract review
- Vendor management
- Creation and execution of design scheme
- Assistance in ordering all printed materials
- Coordination of event favors & accessories
- Coordinating accommodations and transportation for VIP personnel (speakers, vendors, hosts, etc.)
- General advice and consultation
- Unlimited meetings and coordination time
- Initiation and attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitation of the event run of show

+

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- Acting as the point of contact for all vendors
- Assisting with the needs of the guests as needed
- Procuring and delivering guest welcome bags
- Distributing final payments and gratuity to vendors
- Providing a stocked emergency kit
- Managing any unforeseen hiccups
- Coordinating load-out
- Unlimited time on-site with our coordination team allowing you to enjoy every moment of your event day without any worry!

Anything more, such as balloon decor, rentals, grazing boards, or any enhancements will be additional line items to your overall budget.



Next Steps

Finalize Your Booking

If you are open to ideas, we provide many ideas that we can brainstorm to make the day special. In addition, upon booking with your deposit, we put together a "lookbook" for all of our clients to flesh out your ideas, concepts, and design!

When you are ready to move forward, we setup an initial call to discuss your vision! From there, we determine if we will have to source items and what we have in stock. Following, we send a budget proposal to you. Upon reviewing and approving the budget, we move forward to booking.

Upon booking we provide all of our clients with their complementary look books to help flesh out your design ideas. There, we continue to edit the design as new ideas come to mind, and to finalize the final look via pictures of all the materials, swatches, and options with a follow-up call.

A little bit more about our process -- we only place soft holds on dates for 48 hours, usually in scenarios where the client is serious, but needs to get his/her ducks in a row before payment. A booking of 50% guarantees your date, and from there, your final payments are broken up accordingly for the final two payments leading up to your date.

Our PPR Full Service Planning starts at **\$1,250**.

For design and decor, without the vendor assistance, and only Day-of Coordination, and decor set-up (with items that you provide, as well), that starts at **\$750**.

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**Thank
You**

For Choosing Us!

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