

Perfect Party Planning

BROCHURE



A friendly service at an affordable price, for a free quotation please contact Claire.

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Balloon Information and Prices **August 2009 to August 2010**

Balloons are very individual, everyone wants something different and that's the beauty of balloons because we can do exactly that. We create tailor made decorations unique for you. A plain venue can be turned into a stunning venue with colour coordinated balloons and accessories.

Clusters

A cluster of balloons normally sit in the middle of your guests tables. Clusters of 3 are the most popular and cheapest.

Clusters of 5 or 7 make a fuller display on your table and are also useful for sitting on the floor around the edges of the room where 3 balloons would get lost.

All of our clusters get tied in colour coordinating ribbon and weighted, again all finished in colours of your choice. This is an important detail as many balloon decorators charge for this, so watch out when comparing prices.



£3.95 for 2 balloons

£4.95 for 3 balloons

£6.95 for 5 balloons

£8.95 for 7 balloons

£10.95 for 9 balloons

Cloud Nine

Used in much the same way as an archway just a slightly different look. They also work out pretty much the same in terms of cost.

This is a 3 cluster of 9 balloons on 3 invisible lines weighted to the ground. We then join them together with colour coordinated tulle and ribbons. We can also add a double bubble to the top of these (a large balloon with a smaller balloon sitting inside) for that finishing touch!



£25.00 for one cloud

£70 for 3 clouds joined with tulle or ribbon

Archway

This is a really impactful display normally behind the top table, along walls or on the dance floor. This is a line of helium balloons that float to form an arch on an invisible line. These can be made to any length and any height and in any colour or combinations of colours. Both ends are then weighted to the floor.

The added benefit of these is that they can be moved to be put behind a buffet table so you can get full use of this item all day and therefore great value for money.

Small archways can be placed over cake tables to showcase birthday or wedding cakes. Medium archways can be used to enhance a buffet table, as a backdrop to the top table at a wedding or by the stage. Large archways can be placed outside the function room entrance for guests to walk through upon arrival or used on the dance floor.



£15.00 Small archway of 9 balloons
£30.00 medium archway of 19 balloons
From £39.00 large archway

Bursting Balloon

This is a 36" balloon (3ft wide) filled with lots of mini 5" balloons again all in colours of your choice, together with flutter fetti. This is great fun and usually sited in the middle of the dance floor which stays there all day until the first dance when normally the best man gets the job of bursting the balloon over the bride and groom. Great Photo opportunity.

The small balloons spill over the dance floor offering great entertainment for the kids and adults too!

From £50.00 each

Mini Topiary Trees

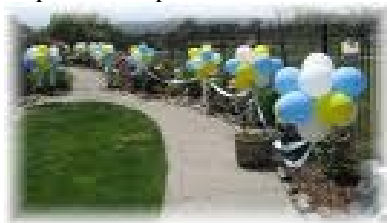
These stand 18" high and are a really popular alternative to flowers in the centre of guest tables and also at either end of the top table. Again all dressed in the colours of your choice. They look like their name, 5" balloons clustered together to form the top of the tree, something which guests are sure to comment on.



£15 per tree

Free Standing Topiary Trees

Much the same as the Mini Topiary Trees, these are all colour coordinated and stand approximately 4ft off the floor. They are usually ordered in pairs to go either side of the entrance into your room, a marquee or entrance to a hotel. They are guaranteed to make an impactful impression.



£30.00 per tree

Balloon Bunches

The most effective and popular way to decorate tables at parties and weddings. Again all come complete with matching ribbon and weights.



£4.95 for 3 balloon bunch
£5.95 for 4 balloon bunch
£6.95 for 5 balloon bunch

Foil Balloon Trio

A balloon bunch made from three 18" shaped foil balloons completed with colour coordinated ribbons and weights.

£8.95 per bunch

Balloon Flowers

Balloon flowers can be a great alternative to the traditional balloon bunches, especially as table centre pieces. Each flower arrangement consists of 12 smaller 5” balloons, a green stem made from ribbon and a terracotta flower pot.



£8.00 per flower

£20.00 for a bunch of 3 flowers

Columns

A column of spiralling balloons either side of a function room door make a great entrance. Each column comprises of 40 balloons in your choice of colours topped with a 16” double bubble balloon. The columns can be joined with a string of arch balloons to make an even more stunning feature.



£40.00 per column

£100.00 for two columns plus single balloon arch.

Spiral Arches

An impressive array of your choice of colours interlocking balloons forming an archway. This can be used as a backdrop or on the dance floor. This balloon feature is particularly sturdy and long lasting so ideal for longer events.



From £80.00

Balloon Stairs

Made from a series of colour coordinated balloons in a stairs way affect. These provide an alternative to table top bouquets, made up of 6 balloons.



£12.00 per stair way

Bubble Balloons

These can take place of any standard balloon, please add an additional cost of £1.45 per balloon.



Foil Balloons

You can replace any standard balloon with a foil balloon at an additional cost of £1.45 per balloon.

Specialist Balloon designs

From £4.95 each, please ask for more details.



Disco floor balloons

These can be coordinated to fit in with your colour scheme, 80p each



Balloon Boxes

These are very popular as a gift for a birthday, new baby, get well soon and many other occasions. The foil balloon is set in a box with tissue paper and confetti. We can also organise a handmade card to be placed in the box also, the card can be personalised for the special occasion. When the box is opened the balloon fly's out spraying confetti everywhere!



For collection - £7.00

For hand delivery by Perfect Party Planning on the day of occasion at all IP2 addresses - £8.00

For all other Ipswich Hand deliveries by perfect Party Planning £10.00

For villages surrounding Ipswich hand delivered by Perfect Party Planning - £13.00

For all areas which require Royal Mail First Class - £15.00

Please note if you require a handmade greetings card to accompany the box there is an additional charge of £2.00.

If you require a teddy to be put in the box also then an additional £8.00 will be charged.

Balloon Bouquets

Balloon Bouquets are a great alternative to flowers and are hand delivered to the recipient. The Bouquet includes 5 balloons, 2 foil and 3 Latex. The Bouquet includes 5 balloons, 2 foil and 3 Latex. The Bouquet is made specifically for the occasion.

For collection - £15.00

For hand delivery by Perfect Party Planning on the day of occasion at all IP2 addresses - £16.00

For all other Ipswich Hand deliveries by perfect Party Planning £18.00

For villages surrounding Ipswich hand delivered by Perfect Party Planning - £21.00

If you require a teddy to hold the Bouquet then an additional sum of £8.00 will be charged.

Hi-Float (Latex Balloons only)

If you require your balloons for stay inflated for longer than 12 hours it is recommended that Hi-Float is used. This guarantees the balloons stay fully inflated for at least 24 hours.

£1.00 per balloon

Additional Information and Prices

There are many other ideas which can be used to create the perfect wedding setting. The care you take in making sure your day is perfect will not go unnoticed and from past experience we guarantee will make the day run so smoothly.

Decorated Top Table

This is a really effective way of brightening up a table cloth. We create swags of coloured organza and or tulle and finish them in colour coordinated bows. The same can be applied to the cake table and buffet table.

We can also add extra bits like miniature balloons dropping down from each of the bows or balloon flowers instead of bows.

There are many different options all at very reasonable prices.



£10.00 2 metres of tulle and 5 large bows

£15.00 2 metres of shimmering organza and 5 large bows

Net Lights (to hire) from £10.00

Handmade Favours

We offer a wide range of hand crafted designs. Our most popular is 5 Almonds in an organza bag, tied with ribbon and placed on the table. We can provide any colour organza bag you want. Excellent value for money!

£2.00 each

Additional Favour options:-



£2.95 each



£2.95 each



£2.45 each



£2.65 each



£2.95 each



£2.95 each



£2.25 each



£3.25 each



£3.25 each



£2.95 each



£2.00 each



£2.45 each



£2.65 each



£2.00 each



£2.00 each



£2.00 each



£2.45 each



£2.95 each

Clear Bags tied with ribbon from £2.00 each
Place Card Holders £2.50 each (Can be handcrafted to meet your requirements)

Wedding Stationery

We also offer a wide range of matching invitations, thank you cards, wedding lists, name cards, seating plans and order of services all handcrafted to meet your specific requirements. Everybody's budgets and personal choice are different and we will therefore sit down with you discuss what you want. We will then put together some samples for you to choose from.

All invitations can be made to your colour requirement, the colours shown are just examples. All examples come in a selection of different types, ie. Thank you cards, name cards etc.



Cream Rustic Collection

Invitations

£88.00 for 40
£166.00 for 80

Reply Cards

£68.00 for 40
£116.00 for 80

Thank you Cards

£88.00 for 40
£156.00 for 80

Name Cards

£58.00 for 40
£96.00 for 80

Order of Service

£88.00 for 40
£166.00 for 80

Seating Plan

£68.00

Wedding List

£68.00 for 40
£116.00 for 80



Black Boutique Collection

Invitations

£128.00 for 40
£238.00 for 80

Reply Cards

£98.00 for 40
£176.00 for 80

Thank you Cards

£118.00 for 40
£216.00 for 80

Name Cards

£78.00 for 40
£136.00 for 80

Order of Service

£128.00 for 40
£236.00 for 80

Seating Plan

£98.00

Wedding List

£108.00 for 40
£196.00 for 80



Scatter Flower Collection

Invitations
 £179.00 for 40
 £328.00 for 80

Reply Cards
 £129.00 for 40
 £238.00 for 80

Thank you Cards
 £139.00 for 40
 £258.00 for 80

Name Cards
 £129.00 for 40
 £238.00 for 80

Order of Service
 £179.00 for 40
 £328.00 for 80

Seating Plan
 £155.00

Wedding List
 £99.00 for 40
 £178.00 for 80



Pure Style Collection

Invitations
 £122.00 for 40
 £212.00 for 80

Reply Cards
 £92.00 for 40
 £164.00 for 80

Thank you Cards
 £102.00 for 40
 £184.00 for 80

Name Cards
 £82.00 for 40
 £144.00 for 80

Order of Service
 £112.00 for 40
 £194.00 for 80

Seating Plan
 £92.00

Wedding List
 £82.00 for 40
 £144.00 for 80



Pretty Collection

Invitations

£143.00 for 40

£253.00 for 80

Reply Cards

£133.00 for 40

£246.00 for 80

Thank you Cards

£143.00 for 40

£266.00 for 80

Name Cards

£112.00 for 40

£182.00 for 80

Order of Service

£133.00 for 40

£236.00 for 80

Seating Plan

£123.00

Wedding List

£113.00 for 40

£196.00 for 80



Chocolate Collection

Invitations

£179.00 for 40

£328.00 for 80

Reply Cards

£129.00 for 40

£238.00 for 80

Thank you Cards

£139.00 for 40

£258.00 for 80

Name Cards

£129.00 for 40

£238.00 for 80

Order of Service

£179.00 for 40

£328.00 for 80

Seating Plan

£155.00

Wedding List

£99.00 for 40

£178.00 for 80





Elegance Collection

Invitations

£135.00 for 40
£245.00 for 80

Reply Cards

£95.00 for 40
£170.00 for 80

Thank you Cards

£125.00 for 40
£230.00 for 80

Name Cards

£85.00 for 40
£150.00 for 80

Order of Service

£125.00 for 40
£130.00 for 80

Seating Plan

£85.00

Wedding List

£125.00 for 40
£130.00 for 80



Earth Collection

Invitations

£193.00 for 40
£363.00 for 80

Reply Cards

£133.00 for 40
£246.00 for 80

Thank you Cards

£183.00 for 40
£343.00 for 80

Name Cards

£123.00 for 40
£226.00 for 80

Order of Service

£183.00 for 40
£346.00 for 80

Seating Plan

£173.00

Wedding List

£163.00 for 40
£296.00 for 80



Only Gold Is Good Enough Collection

Invitations

£123.00 for 40

£213.00 for 80

Reply Cards

£99.00 for 40

£178.00 for 80

Thank you Cards

£123.00 for 40

£213.00 for 80

Name Cards

£79.00 for 40

£158 for 80

Order of Service

£133.00 for 40

£233.00 for 80

Seating Plan

£89.00

Wedding List

£123.00 for 40

£223.00 for 80



Just a Kid Collection

Invitations

£179.00 for 40

£328.00 for 80

Reply Cards

£129.00 for 40

£238.00 for 80

Thank you Cards

£139.00 for 40

£258.00 for 80

Name Cards

£129.00 for 40

£238.00 for 80

Order of Service

£179.00 for 40

£328.00 for 80

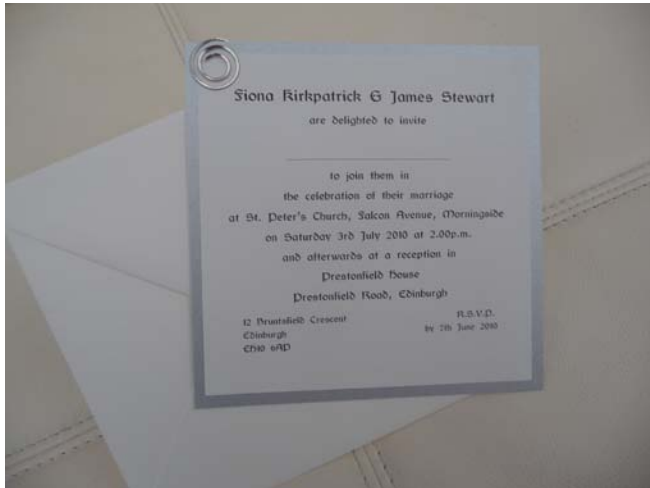
Seating Plan

£155.00

Wedding List

£99.00 for 40

£178.00 for 80



Nostalgic Collection

<i>Invitations</i> £99.00 for 40 £172.00 for 80	<i>Reply Cards</i> £69.00 for 40 £118.00 for 80	<i>Thank you Cards</i> £79.00 for 40 £128.00 for 80	<i>Name Cards</i> £69.00 for 40 £118.00 for 80
<i>Order of Service</i> £99.00 for 40 £172.00 for 80	<i>Seating Plan</i> 99.00	<i>Wedding List</i> £99.00 for 40 £172.00 for 80	



Just a Butterfly Collection

<i>Invitations</i> £179.00 for 40 £328.00 for 80	<i>Reply Cards</i> £129.00 for 40 £238.00 for 80	<i>Thank you Cards</i> £139.00 for 40 £258.00 for 80	<i>Name Cards</i> £129.00 for 40 £238.00 for 80
<i>Order of Service</i> £179.00 for 40 £328.00 for 80	<i>Seating Plan</i> £155.00	<i>Wedding List</i> £99.00 for 40 £178.00 for 80	

Finishing Touches

Champaign Bubbles are small bottles that are filled with bubble liquid. Some people use these as an alternative to bridal favours for the males at weddings.

From £5.00 for a pack of 4

Table Confetti is a really inexpensive way of adding that little extra to your party or wedding tables. There are hundreds of designs to choose from. You can have table confetti sprinkled all over your guest's tables for just 80p per table. Particularly effective if you don't manage to get colour coordinated linen.

80p per table

Other ideas:-

Party Bombs (Luxury and colour coordinated) £3.50 each

Party Bombs (Standard) £1.00 each

Party Poppers (Luxury) £6.00 for a pack of 5

Party Poppers (Standard) £4.00 for 20

Petals from £3.00 per pack

Cameras in a wide range of colours from £4.00 each

Children's Bubbles £6.00 for a pack of 6

Candles

For hire (All prices include supply of candle)

Clear Glass tea light holders x4 £1.00

Coloured Glass tea light holders x4 £4.00

Floating Candle Holders x2 from £5.00

Pillar Candle holders x1 from £2.00

To buy (all prices include supply of candle)

Clear Glass tea light holders x4 £5.00

Coloured Glass tea light holders x4 £12.00

Floating Candle Holders x2 from £10.00

Pillar Candle holders x1 from £6.00

Party Bags

Children

Luxury (Including helium balloon) £7.00

Standard £3.00

Adults

Luxury £8.00

Standard £4.00

Flowers (All can be colour coordinated)

Clear Glass Vases from £2.50 each
Flowers from £4.00 per vase
Coloured Glass vases with Glass beads from £6.00

Other flower requests can be arranged.

Marquees, Drapes and Chair Covers

Seat covers are available in white, ivory and black and are 100% cotton. All seat covers come with your choice of coloured organza bow.

Hire only £3.00 each
For hire and to be fitted by Perfect Party Planning at the venue £3.50 each

There are optional extras such as feathers, flowers etc which can be tied in with the bow and these can be quoted for on demand.



All occasion parties (ie birthdays, new baby, christening etc)

Banners £2.00 per pack of 5
Confetti 80p each
Foil Balloons from £2.00 each (including colour coordinating ribbon and weight)

Greetings Cards made to Order

Each greetings card has a separate insert inside with a special setiment. If the card is for someone special, we can refer specifically to that person either on the front or inside the card at no extra cost.

£2.00 each
3 for £5.00
7 for £10.00

Christmas 15 for £20.00





A4 size greetings cards
£3.50 each
2 for £6.00



Special Occasion Stationery



Baby Boy announcement – posh
 £2.80 each
 £25.00 for 10



Baby Boy announcement - Simple
 £2.10 each
 £18 for 10



Lets Party Invitation – Style 1
 £2.75 each
 £24.00 for 10



Lets Party Invitation – Style 2
 £2.95 each
 £27.00 for 10



Baby Girl Announcement
 £2.85 each
 £26.00 for 10



Concetena Invitation
 £3.25 each
 £30.00 for 10



Simple Star Invitation
 £3.10 each
 £29.00 for 10



Cerise Invitation
 £3.15 each
 £30.00 for 10



Feather Invitation
 £3.10 each
 £29.00 for 10

Solid Colour Tableware

Available in colours: Black, Blue, Burgundy, Hunter Green, Hot Pink, Chocolate, Ivory, Light Blue, Light Pink, Navy, Lime Green, Lilac, Orange, Pale Pink, Pale Yellow, Turquoise, Purple, Peach, Golden Yellow, Red, Green, Silver and Gold

Metallic Table Skirting £20.00 (30ins x 14ft)
 Solid Colour Table Skirting £13.00 (70cm x 4.2mtrs)

Plastic Table Colour £7.00 (1.4mtr x 2.8mtr)
 Paper Table Cover £12.00 (1.4mtr x 2.8mtr)
 Plastic Banqueting Roll £35.00 (30.5 mtr x 1mtr)
 Round Plastic Table cover £7.00 (2.13mtr sq)

Plates (23cm) £15.00 (x20)
 Cups (266ml) £12.00 (x20)
 Teaspoons (pack 24) £7.00
 Cutlery (pack 24) £15.00
 Plastic Round Bowls (pack 20) £13.00
 Napkins (33cm) £10.00 (x50)
 Dinner Napkins (40cm) £15.00 (x50)

Standard Catering Supplies (bulk)

Available in White and Cream

Knives (x200) £10.00

Forks (x200) £10.00

Spoons (x200) £10.00

Plates (x125) white only £18.00

Bowls (x125) white only £15.00

Small Plates (x125) white only £15.00

Sandwich Name Flags (x100) £8.00

Glasses

Plastic Shot Glasses (clear) (x80) £5.00

Plastic Coloured Shot Glasses (x18) £8.00

Plastic Wine Glasses (x25) £15.00

Plastic Half Pint Glasses (x50) £15.00

Plastic Pint Glasses (x50) £18.00

Roll White catering table cover (25mtrs x 1.2 mtrs) £20.00

Party and Wedding Planning Event prices **A Brief Guideline**

These are just a few options Perfect Party Planning has put together and these are outlined packages which are designed to give you an overview of the service available and likely costs. Every package is tailored to your individual needs.

Party Planning

Package 1

- Marquee (9m x 15m) with internal lining and colour swags. To include dance floor, floor matting, all cabling and power point as well as delivery, erection and dismantling.
- Table and Chair hire to include 6ft round tables to seat 10 and chairs with optional chair covers and your choice of dressing.
- Canapés on arrival for 60 guests
- Two course dinner for 60 guests

Price guide to include full event planning £3650.00

Package 2

As package 1 but with a hog roast and finger buffet to include desert.

Price guide to include full event planning £3050.00

A few optional extras to consider:-

- Chocolate Fountain
- Band from £450.00

- Disco 8pm to midnight from £220.00
- Host/ Hostesses to serve drinks from £50 per hour
- Generator from £220.00
- Marquee heater from £220.00
- Deluxe toilet trailer from £500.00

Wedding Planning

Perfect Party Planning has put together an outline package, which is designed to give you an overview of the service and likely costs:-

- Stationary for day invitations and place settings
- Vintage car
- Registrar including service
- Reception drink
- Wedding banquet with wine
- 2 tier wedding cake
- Evening finger buffet
- Evening disco
- Flowers
- Balloon arrangements at reception
- Hire of Suite for service
- Hire of room for wedding banquet

Based on 60 guests to include all of above as well as event organising and planning £5430.00 inclusive.

A few suggested optional extras:-

- Photographer from £500.00
- Chocolate fountain
- Toastmaster from £160.00
- Musicians for ceremony = harpist from £400 and Spanish guitarist from £220.00

Each wedding is unique to each bride and groom and the amount of research varies enormously. It is therefore difficult to tell you how much our fees will be until we've talked to you. However as a rough guide, our charges are usually based on three different factors.

For complete coordination, including research, planning, specific design requirements and coordination and management on the day itself, fees will be around 10% to 15% of the predicted total cost of the wedding/ budget.

For management and overseeing the smooth running of the day, fees are between £250.00 to £700.00.

If organising/ researching an individual element this is generally based on an hourly fee at around £25.00 per hour, depending on the complexity of research required.

By working on a fixed rate basis you can be assured that there is no financial advantage to us increasing your budget. By using our contacts and negotiating on your behalf any savings that we are able to secure will be made fully visible in our reporting and will of course be passed on to you. The savings that we secure could even be enough to cover our fees.

A general run down of some approximate costs:-

- Full coordination from £1500.00
- Partial Coordination from £999.00
- On the day coordination from £250.00
- Venue Search £150.00
- Supplier search £90.00
- **FREE** consultation
- **FREE** budget control
- **FREE** rsvp management
- (Venue Décor usually not included in price)

New Baby Hampers

All Hampers will be colour co-ordinated to the sex or alternatively a neutral colour if you are unsure of the sex.

Large £49.95

Will include a Disney bowl, plate, beaker, bottle and teething ring, Johnson's products including talc, baby oil, baby shampoo, baby bath, cotton buds and sponges. The hamper will also include baby vests in sizes 6 to 12 months, a teddy and two items for mummy including baby magazine and a mini bottle of wine.



Birthday Hampers

Ladies of all ages and Teenagers

Large £69.95

This will include two sets of chocolates, a magazine according to the age of the recipient, perfume, cotton wool, teddy, CD, DVD, face masks (x4)), shower Gel, Body Scrub, Socks and Knickers/ Thongs.



Medium £49.95

This will include two sets of chocolates, a magazine according to the age of the recipient, body spray (x2), cotton wool, teddy, cd, face mask (x4) and shower gel.

Small £32.95

This will include Chocolates, a magazine according to the age of the recipient, body spray, teddy and a CD.

Men of all ages and Teenagers

Large £49.95

This will include 5 bottles of well known beer, 5 pairs of luxury socks, chocolates, a pint glass, bottle opener, CD and DVD.

Medium £34.95

5 pairs of luxury socks, chocolates, 5 bottles of well known beers, bottle opener and alcohol short.

Small £24.95

5 pairs of luxury socks, chocolates and 3 bottles of well known beer.



Anniversary

Small Luxury £69.95

This will include a bottle of Moët Champagne and 2 champagne glasses, love songs CD, chocolates and a red rose.



Standard Small £44.95

This will include a bottle of wine and 2 glasses, love songs CD, chocolates and a red rose.

New Home

Medium £39.95

This will include 2 mini wines (Red and White), 2 glasses, tea towels, chocolates, candles and a book.



Pet Hampers

Small £19.95

This will include a Calendar, pet cracker, treats, 2 toys and a chew.



Please note if you require a hamper for a certain type of pet, this can be arranged however please select this pet hamper and put in the comments section what pet this is for.

DVD Hampers

Medium £29.95

This includes 2 DVDS, 2 lots of popular sweet packets, 2 tubes of Pringles and a large bag of popcorn.



Christmas Hampers

Large –Luxury -£54.95

This will include a calendar, cheese biscuits selection, chocolates, mini wine, liquor and glass, shortbread, Christmas pudding, Christmas CD, orchid and vase, Candles, Christmas Mug and Christmas Tea Towel.



Standard Large £42.95

This will include everything in the luxury hamper except CD and orchid and vase.

Medium £29.95

Calendar, Cheese biscuits selection, mini wine, Christmas pudding, Candles, Christmas Tea Towel

Small £25.00

This will include a calendar, mini wine, Christmas pudding, shortbread and chocolates.

Nappy Cakes

All nappy cakes are made with either Huggies or Pampers size 3 nappies and can be designed in your choice of colour. In the centre of the cake is a bottle of wine, if however you require something different for example a brush and comb set or baby shampoo then please confirm this in the special instructions section.

1 Tier £25.00 (27 nappies)

2 Tiers £35.00 (36 nappies)

3 Tiers £45.00 (60 nappies)

3 Tiers and a Teddy on top £55.00

3 Tiers, a teddy on top and attached foil balloon £60.00

**Knicker Cakes**

All knicker cakes are made with good quality cotton knickers, these can be made in any colour, upon ordering please confirm the colour you require. These can be made in alternate colours too. In the centre of the cake you can have either a bottle of wine or chocolates.

1 Tier £35.00 (27 knickers)

2 Tiers £45.00 (36 knickers)

3 tiers £55.00 (60 knickers)

3 Tiers and a teddy of top £65.00

3 Tiers and a teddy on top and attached foil balloon £70.00