

# HOF Events

# Planning



Think big thoughts but  
relish small pleasures.

*Client Name*

*Client Contact Number*

*Client Email*

Email: [hof.connect@gmail.com](mailto:hof.connect@gmail.com) instagram: [hof.events](https://www.instagram.com/hof.events)

# Overview

*Description*

*Date, Location, Venue and Time*

*No. of Guests (Adults & Children)*

*Specific Requirements*

*Budget / Budget per person*

*Allergies*

# Extra Add On

(Additional Cost Apply, Subject to availability and Available for Premium Package only)

Will you require coordination on the day?	YES	NO
Photography / Videography	YES	NO
Gifts / Party Bags	YES	NO

## Your Service

### Basic Package £80

Basic package will consist of concept, itinerary and ideas delivered within 1-2 weeks.

	Standard Package	Premium Package
Itinerary, concept and ideas	✓	✓
Activities / Entertainment	✓	✓
Decoration	✓	✓
Event Summary Document	✓	✓
Food / Catering	✓	✓
Consulting Hours	✓	✓
Change Management		✓
Vendor Liaison		✓
Booking of services		✓
Cost/Budget Management		✓

from **£200**

from **£300**

We also offer a freestyle service tailored to your needs. Please get in touch to discuss this option.