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S A L V A D O R M O L L Y S
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C A T E R I N G & E V E N T S




**TIPS ON MAKING YOUR NEXT EVENT
EVENTFUL**

1. **THE BIG PICTURE: 10 THINGS TO REMEMBER**
2. **THE PRICE IS RIGHT: SETTING YOUR EVENT BUDGET**
3. **LOCATION, LOCATION, LOCATION: FINDING THE PERFECT VENUE**
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6. **ALL THAT JAZZ: TIPS FOR GREAT ENTERTAINMENT**

TIP #1 THE BIG PICTURE: 10 Things to Remember When Planning Your Event

➤ Whether you're planning your own wedding, an anniversary party, or a corporate event, the details make the difference. Here are 10 things to remember when planning your next celebration:

- 1) **Timeline and task list:** To keep you on track, develop a task list and timeline. Working backwards from the date of your party, list all of the things you need to order from invitations to finalizing the catering to make your job easier.
- 2) **Theme development:** The unique or fun idea that will make your event memorable.
- 3) **Invitations:** Something that reflects the theme of your event or party. Look at specialty paper stores for ideas or even create your own.
- 4) **Food/Catering:** Does the venue work with a specific caterer or list of caterers, or is it your choice? Request sample menus and budgets.
- 5) **Rental Items:** Do you or the venue have the following items or do you need to work with a local rental company?
 - a. Tables/chairs
 - b. Linens
 - c. Centerpieces and other specialty décor items
 - d. Tent/outside enclosure
 - e. Lighting
 - f. Weather considerations (heaters, fans)
 - g. China/plastic ware
- 6) **Entertainment/Music:** One of the most important aspects of the party is the entertainment; don't overlook its significance. Whether it's taped music, a deejay or a band, good music can get your guests moving. A comedian who leaves them in stitches can make the difference between average and stellar. Be sure the volume is appropriate for different



stages of your event. Lower for dinner and cocktail time, louder when energy needs a boost later, or for dancing.

- 7) **Décor:** Check out your local party store, florist, or rental and prop companies for unique ideas. Salvador Mollys can help you with ideas to create a look that's all your own.
- 8) **Pictures/Video:** Will you hire a professional photographer, have guests take pictures with disposable cameras or take photos yourself? Think about how you want to remember your event.
- 9) **Lighting:** Whether you're staging a party at home or in a rented space, lighting makes all the difference. There are professional lighting companies for more elaborate events. Party and lighting stores have theme or mood lighting. In many cases, just setting the existing dimmers or lighting lots of candles around the room can make a big difference. Remember to set light levels before the guests arrive.
- 10) **Back-up Plans:** Particularly if you're planning an outdoor event, make sure you've got a plan for inclement weather, such as tenting or an alternative indoor space.

TIP #2 THE PRICE IS RIGHT: *Setting Your Event Budget*

- When planning an event, one of the first steps is setting a budget. The number of guests, the theme and the scope of the event all contribute to the scale of the budget. A well-defined budget will assist in the decision making process by dictating the necessities as well as the areas you may want to splurge or be more conservative.

Finding the right balance to create the unique experience you want for your guests is an essential event planning skill.

There are many ways to economize:

- 1) Buffets are generally less expensive than plated dinners
- 2) A full bar costs more than beer and wine and some caterers (like **VIBRANT TABLE**) will let you provide your own alcoholic beverages
- 3) Disposable vs. rented china works well for some casual events
- 4) A DJ is usually more reasonable than a live band
- 5) Working with a good event company makes these choices easier

When you first contact a caterer or event company, feel free to give them your budget. The experts who do this frequently can help you find ways to meet almost any number.

When comparing different vendors, make sure to include all potential charges including gratuities, surcharges, rentals, etc.

Most importantly, remember that all food and décor is not created equal. Be sure to make your final decision on value rather than strict dollars and cents. Check the reputation of the people you work with. Prices that sound too good to be true, often are.

TIP #3 LOCATION, LOCATION, LOCATION: *Selecting the Perfect Venue*

- Finding the right venue for your event is as important as the guest list, the menu and the entertainment. Let the experts at *VIBRANT TABLE* help you find your perfect venue, the one that can instantly create the right kind of mood for your upcoming celebration.
- *VIBRANT TABLE'S Top Venue Recommendations:*

VENUE COMPARISON CHART

VENUE/ADDRESS	IN/OUT	PHONE	WEBSITE	CATERING LISTING
◀ Kruger's Farm 17100 NW Sauvie Island Rd, Portland 97231	Outdoor	503.621.3489	krugersfarm.com	Exclusive
◀ Molly's Loft 2236 SE Belmont St, Portland 97214	Indoor	503.297.9635	vibranttable.com	Exclusive
◀ Portland Art Museum 1219 SW Park Ave, Portland 97205	In/Outdoor	503.276.4203	pam.org	Exclusive
◀ Rex Hill Winery 30835 N. Hwy 99W, Newberg 97132	In/Outdoor	503.538.0666	rexhill.com	Exclusive
◀ The Treasury Ballroom 326 SW Broadway, Portland 97205	In/Outdoor	503.226.1240	treasuryballroom.com	Exclusive

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VENUE/ADDRESS	IN/OUT	PHONE	WEBSITE	CATERING LISTING
✦Aerie at Eagles Landing 10220 SE Causey Ave, Happy Valley 97086	In/Outdoor	503.698.8020	theaerieateaglelanding.com	Preferred
✦Belmont Fire House 900 SE 35th St, Portland 97214	Indoor	503.823.3615		Preferred
✦Blue Lake Park 600 NE Grand Ave, Portland 97232	In/Outdoor	503.665.4995	metro-region.org	Preferred
✦Bridal Veil Lakes PO. Box 5, Bridal Veil 97010	Outdoor	503.981.3695	bridalveillakes.com	Preferred
✦Ecotrust Conference Center 721 NW 9th Ave, Portland 97209	In/Outdoor	503.467.0767	ecotrust.org	Preferred
✦Elk Cove Vineyards 27751 NW Olson Rd, Gaston 97119	In/Outdoor	503.985.7760	elkcove.com	Preferred
✦Garden Vineyards 12960 NW Dick Rd, Hillsboro 97124	Outdoor	503.547.9046	gardenvineyards.com	Preferred
✦Lawrence Gallery 903 NW Davis, Portland 97209	Indoor	503.228.1776	lawrencegallery.net	Preferred
✦Leach Botanical Gardens 6704 SE 122 Ave, Portland 97236	In/Outdoor	503.772.3031	leachgarden.org	Preferred
✦Marshall House 750 Anderson St, Vancouver 98661	In/Outdoor	360.693.3103	vnhrt.org	Preferred
✦McLean House 5350 River St, West Linn 97068	In/Outdoor	503.655.4268	mcleanhouse.org	Preferred
✦Museum of the Oregon Territory 211 Tumwater Dr, Oregon City 97045	Indoor	503.655.5574	orcity.com/museum	Preferred
✦North Star Ballroom 635 N Killingsworth Ct, Portland 97214	Indoor	503 284-0657	northstarballroom.com	Preferred
✦Oaks Park – Reception Hall 7805 SE Oaks Park Way, Portland 97202	In/Outdoor	503.233.5777	oakspark.com	Preferred
✦Oregon Gardens 879 W Main St, Silverton 97381	In/Outdoor	503.874.6005	oregongarden.org	Preferred
✦Oregon Sports Hall of Fame Museum 321 SW Salmon St, Portland 97204	Indoor	503.227.7466	oregonsportshall.org	Preferred
✦Pacific Northwest College of Art 1241 NW Johnson St, Portland 97209	Indoor	503.226.4391	pnca.edu	Preferred
✦Pittock Mansion 3229 NW Pittock Dr, Portland 97210	In/Outdoor	503.823.3624	pittockmansion.org	Preferred
✦Shogren House 401 NE 63rd Ave, Portland 97213	In/Outdoor	503.736.0049	shogrenhouse.org	Preferred
✦Urban Wine Works 407 NW 16th Ave, Portland 97209	Indoor	503.550.1865	urbanwineworks.com	Preferred
✦World Forestry Center 4033 SW Canyon Rd, Portland 97221	In/Outdoor	503.488.2101	worldforestry.org	Preferred
✦Zenith Vineyard 5657 Zena Rd NW, Salem 97304	In/Outdoor	503.363.1185	zenithvineyard.com	Preferred



TIP #4 FOOD, GLORIOUS FOOD: *Selecting a Caterer*

- When hiring a caterer for your party, special event or wedding, there are several things to consider. Not only can caterers provide you with an incredible display of delicious food, but some, like *VIBRANT TABLE* go beyond that. From finding the perfect venue to guiding you through the important steps of event planning, they can help you every step of the way

Before considering your caterer, first determine what kind of food you want. Appetizers, delivered platters, a sit down dinner or buffet all fill certain needs depending upon the type of event. If your desire is to create something unique, a collaborative effort between your catering representative and menu selection can help you create an event that is one of a kind.

During the selection process, make sure to ask the caterer for references. It's easy for a company to write elaborate menu descriptions, but can they produce it? Ask for taste samples and make sure the caterer has experience with the venue and type of food you select.

Finally, make sure your caterer is professional in appearance, attitude and in presentation of the final product, the food.

TIP #5 THINKING OUTSIDE THE BOX: *Theme Development and Event Décor*

- You can create any visual effect with the right décor. Specialty linens, centerpieces, lighting and other embellishments all combine to create a look that complements your event theme. Unique event ideas can come from anywhere: parties you've attended, magazines and library resources, movies you've seen or more conveniently, the Internet.

A visit to your local party shop or rental company can get your creative juices flowing. Working with event coordinators like those at *VIBRANT TABLE* can help you design your special event and achieve the mood that you are trying to create.

Get creative with your ideas. The most successful events and parties all have a unique and unexpected element; something that takes your guests out of their everyday world and allows them to relax and have some fun.

TIP #6 ALL THAT JAZZ: *Tips for Great Entertainment*

- You've spent hours researching and planning your event, and will make a considerable financial commitment for food, beverages, photography, décor, and other specialized services. Now it's time to choose great entertainment.

Whether you select a deejay or a live performer, the entertainer(s) will be the most visible to your guests. They will notice and appreciate a talented deejay or band, so every dollar you invest to get a talented entertainer will be worth it.



A few things to consider:

- 1) The age group and demographics of your guests
- 2) The mood you are trying to create: Do you want background music or something to get guests dancing, or both
- 3) Budget: A deejay will generally cost less than a live band

The event professionals at *VIBRANT TABLE* can help you determine the type of entertainment needed, in addition to booking the appropriate talent to suite the mood of your special event.

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