



*Cocktail Reception Package at Redland Kei Gardens*



Welcome to Inspired Events! I'm so excited and thrilled you've decided to inquire about our services and what makes us the perfect fit for your big day!

Well, there's the usual stuff: we've produced more than 1,000 weddings in the 12 years I've been in the industry. So, we definitely have the expertise it takes to make your day amazing!

Our food is delicious and our staff is trained, professional, and love to see you and your guests' smile. Our partners are award winning and we've been recognized by The Knot, Wedding Wire, Best of Coral Gables, Ocean Drive Magazine, Voyage Miami, Destination Weddings & Honeymoons, and by many others in the industry as one of the top in our field.

However, this isn't why you would choose us, as others in our industry are also great at what they do. You would choose Inspired Events for the intangibles you can't measure with awards. We are trained on how to keep calm and deal with high levels of stress during hectic times. We travel through your journey into marriage together, by your side, guiding and helping you stay focused on what matters the most-your vision for your special day. You would choose us because our experience with love has taught the team to appreciate patience and the importance of listening and compassion during such a stressful time.

It's our moment to make you shine as a couple and that's what we do and do well!

We love to improve, so suggestions, ideas, and comments are always welcomed! Please email me at [Maggie@miamiweddingsandevents.com](mailto:Maggie@miamiweddingsandevents.com) or call 305.421.6335 to chat. I'm always available to assist you. Although, Priscilla is the best event producer, and you are definitely in good hands with her by your side.

Welcome!

Regards,  
*Maggie Rodríguez*  
Founder

*Welcome*

# Package Summary



## Production & Day of Coordination:

- Wedding production time 10 hours (appts, meetings, phone calls, emails, tasting, walk thru)
- Wedding producer on day of (focus on the reception)
- On Line Planning tools

## Place Settings & Serving Pieces:

- All passing trays, cocktail napkins (your choice of color), serving pieces
- Glass barware
- Linens & Overlays for cocktail size tables
- Cocktail high-boy tables (1:20)

## Staffing:

- 1:30 ratio waiters | 1:50 ratio bartenders -5 hour event

## Food & Beverage:

- 6 Butler Passed Hors d'oeuvres - Bar mixers for up to 5 hours

## Dessert:

Dessert Bar ( a selection of 4 shooters)

## Add an Open Bar:

**Beer & Wine:** \$10 pp plus 20% service and 7% tax

Red & White Wine

Regular Domestic & Light Domestic Beer (Coors, Coors Light, Miller, Miller Light, Bud, Bud Light – choose 1 of each)

Champagne Toast

**House Bar:** \$12 pp plus 20% service and 7% tax

Red Label scotch, Pinnacle vodka, Bacardi light & dark rum, Bartender's choice gin, Bartender's choice whiskey,

House red & white wine, domestic regular and light beer

Lemon, lime, olives, cherries Champagne toast

**Top Shelf Bar:** \$15 pp plus 20% service and 7% tax

Chivas scotch, Absolut vodka, Bacardi light & dark rum, Seagram's gin, Jack Daniel's whiskey, house red & white wine, domestic regular & light beer,

Champagne toast

**Premium Bar:** \$20 pp plus 20% service and 7% tax

Black Label scotch, Tito's or Grey Goose Vodka, Bacardi light & dark rum, Bombay Sapphire gin, Jack Daniel's Whiskey, house red & white wine, domestic

and imported regular & light beer, Champagne toast



# Meet Priscilla, your producer:

A pastry chef by trade, Priscilla makes the best desserts! But, on the big day, she's there to make sure everything runs smoothly. Along the way she's available to ask questions and schedules your appointments with our preferred vendors.



# Wedding Producer

Each package has 10 production hours included:

- Production services include:
  - ✓ Initial welcome meeting
  - ✓ Design meeting
  - ✓ Flower sample (when selecting flowers through Inspired Events preferred vendor)
  - ✓ Scheduling of appointments (with preferred Inspired Events vendors)
  - ✓ Food Tasting
  - ✓ Mid-term production meeting
  - ✓ Walk thru
  - ✓ Final production meeting
  - ✓ Rehearsal
  - ✓ Day of production & coordination (limited to package partners)
- These hours have been calculated based on the complexity of each service included with your package.
- Production hours include texts, emails, meetings, and phone conversations.
- All communication is tracked via planning pod "time entries" tab, and is available for your review on your portal.
- Most communication has a value of 0.5 or greater. PDF reports are generated after each communication with any member of our team so you can see how many hours of your planning time you have used at any given time.
- Credit is not given for unused time/service.
- Additional production hours are billed at \$100.00 for junior producers and \$175.00 for senior producers

\*Available production hours are as follow:

Tuesday, Wednesday, Thursday

12:00 - 6:00 pm (this applies to appointments, phone consultations, and text messages).

Emails will be answered during regular business hours.



  
INSPIRED EVENTS  
catering + event production

At Inspired Events, we understand how many details are involved in planning for your perfect wedding day! We are here to help with vendor meetings, walk thru, timeline, menu selection, and design. However, there many other details which you will need to on track. While enlisting a wedding planner is always a good choice (we have some great recommendations), we give you access to the industry's top digital planning tools to help! On line planning through [Planningpod.com](http://Planningpod.com) and music selection through [The Event Factor](http://The Event Factor)

*Planning tools*



CLAUDIA RIOS  
PHOTOGRAPHY

  
INSPIRED EVENTS  
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-Cocktail high-boy tables (1:20) | Linens for cocktail tables (1:25) & Cocktail napkins (choice of color)  
-Passing trays & Glass barware

*Passing Trays & Linens*



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A choice of 4 different shooters displayed station style

*Dessert Bar*



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Wait Staff: 1 waiter per 25 guests (includes 1 team captain) | Bartender: 1 per 50 guests  
Culinary Team as needed  
5 hours of service | (cocktail-last dance)

*Wait Staff & Bartender*





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A choice of 5 butler passed hors d'oeuvres for your cocktail hour

*Cocktail Hour*



  
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Mixers: Coke, diet Coke, Sprite, OJ, cranberry juice, tonic water, club soda |  
Garnish: Lemons, Limes, Cherries, & Olives | Ice |  
All glass barware \*no corkage fees on alcohol provided by client

*Beverages*