



*All-Inclusive Dinner Reception*





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, VoyageMiami, 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

## Rentals & Place Settings:

- China, glassware, silverware
- Linens, overlays & Napkins | Chivari Chairs, Round or rectangular tables (1:10 guests)

## Staffing:

- 1:25 ratio for Wait staff & 1:50 ratio for bartender(s) | 5 hour event

## Food & Beverage:

- 5 Hors d'oeuvres
- Buffet style or sit down service | Salad, chicken and fish, 2 sides, bread & butter
- Bar Mixers: Coke, Diet Coke, Sprite, tonic water, club soda, OJ, cranberry juice
- Bar Garnish: Lemons, limes, olives, cherries, ice
- All glass barware

## Champagne Toast

## Wedding Cake:

- Buttercream wedding cake

## Mix & Match up to 5 little luxuries below to finish your package:

- 2 floral arrangements with columns (these are great for your ceremony)
  - Bride Bouquet & Groom's Boutonniere and up to 8 bouquets for bridesmaids & up to 8 boutonnieres for groomsmen
  - Chivari chairs or garden padded chairs for your ceremony (1 per guest)
  - DJ for ceremony (includes 1 set of equipment and amplification for ceremony)
  - Bride Bouquet & Groom's Boutonniere, Centerpieces (1 per 10 guests)
  - DJ for up to 5 hours (continuous) includes main sound system/amplification set up
  - (12) Up lights
  - Monogram/Logo
  - 1 Musician for up to 1 hour (continuous)
  - Designer chargers (choose from a selection of 8 options)
  - Designer silverware
  - Designer goblets (choice of water, wine, or champagne)
  - Designer china patterns (salad, dessert, or entrée plate)
  - Designer overlays (choose from a selection of 6)
  - Food Station
  - Open Bar for up to 5 hours / house brands (Dewar's scotch, Tito's vodka, Bacardi white & dark rum, Seagram's gin, Jim Bean whiskey, House red & white wine, Bud, Bud light OR Miller & Miller light)
  - Late night snack
  - Additional Hors D'oeuvre
  - Espresso Bar (counts as 2 services): for up to 2 hours with a barista
  - American coffee bar
  - Welcome Drink
  - Transportation: Black or white limo for up to 10 passengers (for up to 3 hrs) OR a classic car (for 1 stop)
  - Photo booth: up to 2 hours with attendant, back drop and props
  - Cigar Bar (a variety of 5 cigars\*, cutters, lighter, ashtrays, and attendant) \*IE choice of brands
  - Statement Piece (used to display cake, for sweetheart table, or sign in table)
  - Ice Sculpture
  - Photography: 4 hours, 2 locations on day of, on-line gallery 250 images | (counts as 2 services)
- \*available for weddings of 75 guests or less – larger weddings we recommend choose a different service





# 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.





  
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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](https://www.planningpod.com) and music selection through [The Event Factor](https://www.theeventfactor.com)

*Planning tools*





  
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Choose from a selection of floor length poly blend linens in a variety of colors, coordinating napkins & lace or organza overlays

White china | silverware | water goblets | champagne flutes | glass barware

60" Round or 6 ft" rectangular banquet sized tables (1 per 10 guests) | Chivari chairs in your choice of color

*Place Settings & Rentals*



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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**Sit down/ Plated Dinner Service** | White gloved butlers serve your guests at the table

First Course: A salad served in an edible basket | Second Course: Duet entrée of chicken & mahi mahi or salmon (all guests are served the same meal) with two accompaniments Bread & Butter

OR

**Buffet Service:** | White gloved butlers serve your guests as they select their choices from the buffet display

Salad Display: Salad bar featuring 2 types of greens, 5 toppings, and 2 dressings | Entrées: Freshly grilled chicken breast and Salmon or Mahi Mahi with a choice of two sauces

Two accompaniments | Bread & Butter

\*menu changes incur additional charge

*Culinary Delights*





CUSTOM  
*Photography*

  
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Mixers: Coke, diet Coke, Sprite, OJ, cranberry juice, tonic water, club soda | Champagne Toast (house brand-varies by season)  
Garnish: Lemons, Limes, Cherries, & Olives | Ice  
All glass barware  
\*no corkage fees on alcohol provided by client

*Beverages*





  
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A classic buttercream cake in your choice of 4 flavors  
\*base available for an additional rental fee

*Wedding Cake*



# Mix & Match Little Luxuries



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