




OUTSIDE THE BOX
CATERING
& EVENTS



**BECAUSE YOUR BIG EVENT
IS ALL ABOUT THE SMALL DETAILS**

WEDDING SERVICES

JANUARY 2020

OUTSIDE THE BOX CATERING AND EVENTS INC.
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Because your BIG event is all about the small details

WEDDING CATERING

ALL CATERING PACKAGES INCLUDE WHITE GLOVE DINNER TABLE SERVICE, CLASSIC WHITE CHINA TABLE SETTINGS, FRAMED TABLE NUMBERS, (3) VOTIVE CANDLES ON EACH TABLE AND A DESIGNATED EVENT MANAGER.

ALL INCLUSIVE PACKAGES

ALL INCLUSIVE PACKAGES INCLUDE PLANNING SERVICES AND CATERING PACKAGES.

WEDDING PLANNING

ALL PLANNING SERVICES ARE STANDALONE AND DO NOT INCLUDE CATERING PACKAGES.

ADDITIONAL SERVICES

PLEASE CONTACT OUR EVENT PLANNERS TO LEARN ABOUT RENTAL OPTIONS, PREFERRED PROFESSIONALS AND WEDDING VENUES.



"THEY HAVE GREAT FOOD! A WIDE SELECTION AND EXCELLENT SERVICE. I COULD DRINK THEIR TEA ALL DAY!"
- MATT Q.



DAY OF COORDINATION

UNLIMITED CONTACT 6 WEEKS PRIOR TO WEDDING DATE

INCLUDES ONE SENIOR EVENT MANAGER AND ONE ASSISTANT FOR UP TO 10 HOURS ON YOUR WEDDING DAY.

1 IN PERSON CONSULTATION PRIOR TO THE START OF THE 6 WEEK START TIME.

1 VENUE WALK THROUGH UPON HIRING TO CONFIRM LAYOUT AND SET UPS.

UP TO 2 HOURS ON REHEARSAL DAY TO CONFIRM CEREMONY PRACTICE AND PICK UP ANY LAST MINUTE ITEMS THAT NEED TO BE DELIVERED BY OTB.

DETAILED WEDDING DAY TIMELINE CREATED AND DISTRIBUTED TO ALL VENDORS PRIOR TO WEDDING TO INCLUDE BUT NOT LIMITED TO: SPEECHES, DANCES, TOASTS, CAKE CUTTING, AND ANY SPECIAL EVENTS WITHIN YOUR WEDDING SUCH AS BOUQUET TOSS, FAMILY TRADITIONS AND SPECIAL PERFORMANCES.

CONFIRMATION AND ASSISTANCE WITH DECOR SETUP (FLORAL, LINENS, EQUIPMENT, RENTALS, LIGHTING)

REVIEW ALL WEDDING CONTRACTS PROVIDED BY VENDORS TO CONFIRM ALL NECESSITIES AND DETAILS HAVE BEEN MET

PROVIDE REFERRALS OF PREFERRED WEDDING PROFESSIONALS AS REQUIRED

CONFIRMATION OF TABLE SEATING CHART TO CONFIRM THAT TABLES ARE NUMBERED CORRECTLY AND ARE COMFORTABLY POSITIONED WITH ACCESS TO BARS AND DANCE FLOOR.

OVERSEE ANY TRANSPORTATION REQUIREMENTS FOR THE WEDDING PARTY ONLY.



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PARTIAL SERVICE WEDDING CONSULTANT

EVERYTHING INCLUDED IN THE DAY OF COORDINATOR SERVICE

UNLIMITED EMAILS THROUGHOUT THE WEDDING PLANNING PROCESS

ATTENDANCE AT UP TO 8 IN PERSON MEETINGS (BASED ON AVAILABILITY) WITHIN A 25 MILE RADIUS

PROVIDE REFERRALS OF PREFERRED WEDDING PROFESSIONALS AS REQUIRED

REVIEW OF CONTRACTS BEFORE SIGNING

PREPARE ESTIMATED WEDDING BUDGET

ASSISTANCE WITH SELECTING COLOR SCHEME, THEME AND STYLE

DETAILED MEETING 2-3 WEEKS PRIOR TO WEDDING.





FULL SERVICE WEDDING PLANNER

EVERYTHING INCLUDED WITH THE PARTIAL SERVICE WEDDING CONSULTANT SERVICE

PREPARE AND UPDATE WEDDING BUDGET AS NEEDED

ATTENDANCE AT ALL MEETINGS AS REQUESTED (BASED ON AVAILABILITY), WITHIN A 25 MILE RADIUS

ASSISTANCE WITH BOOKING HOTEL ROOMS AND TRAVEL ARRANGEMENTS FOR OUT OF TOWN GUEST

TRACKING OF ALL ACTUAL EXPENSES INCURRED, AND ASSISTANCE IN KEEPING WITHIN BUDGETED AMOUNTS.

PROVIDE MONTHLY BUDGET UPDATES AND PLANNING SCHEDULES

ASSISTANCE WITH SCHEDULING APPOINTMENTS WITH WEDDING PROFESSIONALS

NEGOTIATION AND REVIEW OF CONTRACTS PROVIDED BY WEDDING PROFESSIONALS

PRIOR TO SIGNATURE

PROVIDE CONTINUOUS UPDATES AND CONSULTATION REGARDING VENDOR SERVICES

AND/OR PRODUCTS

ASSISTANCE WITH GUEST LIST AND SEATING ARRANGEMENTS



*ALL INCLUSIVE
WEDDING PACKAGES*



**PERFECT FOR CHICAGO'S
CHAMPAGNE BRIDE ON AN APPLE
JUICE BUDGET! OUR ALL-
INCLUSIVE PACKAGE INCLUDES
VENUE RENTAL, GORGEOUS
CEREMONY AND RECEPTION
DESIGN, THREE COURSE DINNER
CATERER, 4-HOUR OPEN BAR, LIVE
DJ, PROFESSIONAL PHOTOGRAPHY
AND OF COURSE ONE OF OUR
DEDICATED WEDDING PLANNERS
TO OVERSEE THE PRODUCTION OF
YOUR ENTIRE EVENT FROM
INVITATIONS TO THANK YOU
CARDS. STARTING AT \$25,000**

