



# EVENTS BROCHURE

TURNING DREAMS INTO UNFORGETTABLE MOMENTS

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# About us



Can you believe we met at the school gates during covid? Something great came out of that experience in that we stopped, and had the time to talk to each other rather than dropping the kids off and running lol.

During our many conversations at the gates and in the car park, we chatted for hours and hours about our passions and dreams and love for all things events. We quickly realised we are the same people and our ambitions were aligned.

We have both been creating events for our families and friends over the course of our lives and with Kimberley already having established Sort It Out in 2021 and Claudia running a baking business for over 15 years it made sense to come together to create memorable events.

*Kimberley & Claudia*

# Our Services

## Bespoke set ups

Over the years we have learnt that most clients require different items for their event therefore we have found it difficult to create packages. So we also offer a bespoke pricing service where you tell us what you want (we can of course offer our advice & guide you) and we create a package price for you whilst still offering a discount when hiring multiple items.



## Packages

We have created a few package options of popular requests we have had over the years so feel free to check those out as they may help you put everything together in your mind however we can create a bespoke price for you if the packages we offer don't have what you need.



## Dry Hire

Did you know you can simply hire our items from us to create your own set up. You can either collect from us or we can deliver for a fee. Simply get in touch for a quote.



## Free Reign service

We completely understand how stressful and overwhelming event planning can be. You may not want to worry about the number of balloons, candles or centrepieces needed to create an event. That's why we've developed our 'Free Reign' service. You simply provide us with your budget, and we take care of the decor for your event within that budget advising where we feel your money would be best spent ensuring everything looks great while you concentrate on other important details. Rest assured, we will also communicate what you can expect for your investment and agree before committing.

# BOOKING PROCESS

## 1. SECURE YOUR DATE

To get started, simply reach out to us through our website, social media pages, send us a message, or give us a call with your event date and location.

If we have availability in your area, we'll provide you with the chance for a FREE telephone consultation to go over the details of your event and share any helpful advice. Before the call, we kindly ask that you send us your mood board, Pinterest board, or any screenshots you have to help us understand your vision for the event. And don't worry if you don't have a clear idea yet—we can assist with that too! If phone conversations aren't your style, feel free to communicate with us via email or messages; we're happy to accommodate your preferences.

## 2. BUILD YOUR PACKAGE

After our discussions, you'll receive a quote that clearly breaks down each item, helping you understand the pricing better. This way, if your budget changes, you'll have the flexibility to adjust. If you prefer, feel free to share your ideal price range with us, and we can provide a recommendation for you. We're here to make the process as smooth as possible!

## 3. PAY YOUR DEPOSIT

Once you are satisfied with the quote, we recommend paying the deposit to reserve your date and booking. However, if there is a significant gap between receiving the quote and making the deposit payment, please verify with us that the date is still available. We provide multiple quotes for various dates, so it's essential to confirm availability beforehand to avoid any disappointment.

## 4. FINAL AMENDS AND PAY BALANCE

Once you've paid the deposit, we will get in touch again before the event to check if there are any changes.

The total amount outlined in the quote or invoice is due the week of the event. We will hold onto the initial deposit, which will be refunded upon collection of the items, provided that everything is returned without any missing pieces or damages.

## ALL SORTED!



# BALLOONS



**Balloons (1 side) on Wicker Screen**  
£175  
Personalised Sign £30, Teddy Bear  
and Hot Air Balloons £30  
Jute Rug FREE



**Balloons (2 sides) on Wicker Screen**  
£225  
Personalised Sign £30, Teddy Bear  
and Hot Air Balloons £30  
Jute Rug FREE



**Balloons (3 sides) on Wicker Screen**  
£275  
Animal & Safari Car £30  
Jute Rug FREE



**2 Sides Balloons on Sequin Wall**  
£275  
Cake Stand £30, Light Up Numbers  
£40 Each



**3 Sides Balloons on Sequin Wall**  
£300



**Balloons on Sequin Wall and Light Up  
Numbers**  
£350



**1.5m Balloon Hoop with Balloon  
Garland**  
£175  
Florals £20, Personalised Sign £30,  
Cake Stand £30



**3/4 1.5m Balloon Hoop**  
£225  
Floral spray £30,  
Personalised sign £30



**Full 1.5m Balloon Hoop**  
£275  
Neon Sign £30, Florals £20



# BALLOONS



**3/4 2m Balloon Hoop**

£250

Pampas spray £30, Personalised Sign £30



**3/4 2m Balloon Hoop**

£250

Florals £20, Personalised Sign £30



**Full 2m Balloon Hoop**

£275

Personalised sign £30



**Welcome Sign with Small Cluster of Balloons on Easel**

£140



**Acrylic Welcome Sign on Easel**

£120 with Balloons £50 and  
Floral Swag £20



**Balloon Orb with Lights Centrepiece**

£25



**Balloon Number Stack** £25 for 1 Digit,  
£45 for 2 Digits. £5 Personalisation,  
£5 for a Theme



**Balloon Centrepiece**

£15



**Balloon Themed Centrepiece**

£25

# BALLOONS



**Double sailboard with balloons on 1 side**

£175

Pampas Spray £30, Personalisation £20, Light Up Numbers £40 Each



**Balloon Garland over 2 Sailboards**

£225

Personalisation £20,  
Baby Boxes with Balloons £30



**Balloon garland over 2 Sailboards and numbers**

£250

Personalisation £20, Light Up Numbers £40 Each



**Single Sailboard with Balloons on 1 Side £150**

Theme £40, Florals £20,  
Personalisation £20



**Wooden 6ft Barbie Box £150**

Balloons £125

Balloon Number Stack £25, £5  
Personalisation, £5 Theme

**BUNDLE PRICE £275**



**3 Sides Balloons on Backdrop**

£250

Backdrop Additional Cost



**Balloons on rectangle frame with pampas & personalised sign**

£150



**Full Balloon Rectangle Frame**

£200

Personalised sign £40



**Balloon Wall for Light up Numbers**

£250

Light Up numbers £40 each



# BACKDROPS



**Gold 2m Frame Hoop with Vines**

£175

Neon Sign £30



**Voile and Drape Rectangle Frame Backdrop with Floral Sprays**

£250



**3 Sailboards with Favour wall, florals, fluted stand and theme**

£500



**Fairy Light Backdrop**

£200



**Sequin Wall £150**

Balloons on 2 Sides £125 Cake Stand

£30, Neon Sign £30

Light Up Numbers £40 Each

**BUNDLE PRICE £400**



**Sailboards with Florals £200**

Cake Stand £30



**Wicker Screen £100**

# PICNICS



## What's Included in the Picnic Set up?

The Picnic set up includes: rug, cushions, low level picnic table(s), table runner, placemats, glass dinner plates, cutlery, napkins, tumblers and themed table decor.

Food is not included. However please check out our brownies & biscuits tab to add something extra special to your event.

## How many people?

Our picnic tables can be set up for up to 30 people however if you have a larger number then please get in touch and we can discuss your options.

What's the price?

Our picnics are £399 for up to 20 people and an additional £14.95 thereafter. Delivery and collection fees also apply. However discounts maybe applied when hiring other items such as balloons etc.

## What else can I add?

Popular items to add with this set up: welcome sign, balloon hoop/stand and brownies or biscuits. Discounts are offered when hiring/buying multiple items, please enquire.



Acrylic Welcome sign £100 on easel  
£30 with Balloons £50 and Floral Swag  
£20



3/4 2m Balloon Hoop  
£250  
Pampas Spray £30, Personalised Sign  
£30, Baby Boxes £20



Biscuit/Placename/Favour  
£2

Prices vary based on your requirements so please contact us for an estimate as discounts may be applied when hiring multiple items.



# PICNIC ADD ONS



**Decor Props**



**Brownie slice**

1/2 Tray £15

1 Tray £30



**Sailboards with Florals £200**

Cake Stand £30



**Decor Props**



**Stork Stand**

£30.00



**Sip & Paint (Easel, Canvas, Paint)**

£15 per person



**Blossom Tree**

£50

Hanging Candles £10



**Birdcage Stands**

£30



**Personalised Water Bottle Labels  
with Water £3 Each**



# BROWNIE



**Half tray**  
Feeds 9  
£15



**Whole tray**  
Feeds 18  
£30



**Brownie Stack**  
£45-£60



**Simple Brownie Tower**



**Multiple Flavour Brownie Tower**



**Wedding Brownie Tower**

## BROWNIE MENU

Contains egg, sugar, flour, cocoa powder, chocolate and butter.

### 1 Tray of Brownie

£30  
Serves 18

### 1/2 Tray of Brownie

£15  
Serves 9

### Brownie Stack

£45-£60  
Serves 24 - £60  
Serves 18 - £45

Prices vary based on your requirements so please contact us for an estimate as discounts may be applied when hiring multiple items.

# BISCUITS



**Plain Vanilla Biscuit**



**Plain Biscuit covered in Fondant  
Simple Design**



**Biscuit covered in Fondant with  
Elaborate Design Prices Vary**

## BISCUITS

Contains egg, flour, sugar, baking agents, vanilla and butter. Minimum order 6 biscuits | Additional embellishment may cost more. All biscuits come individually wrapped and heat sealed for longevity. Our biscuits last up to 4 weeks in packaging or longer if frozen.

## Plain Vanilla Biscuit

Vanilla flavoured soft shortbread biscuit - £1

## Custom biscuits with basic design

Vanilla flavoured soft shortbread biscuit covered in fondant.

Small..... £1.50

Medium..... £2.00

Large..... £2.50

X Large.....£3.50

XXL.....£4.00



# TEEPEES



Whats included?

Teepee, Single Mattress, bedding, cosy soft throw, cushion, battery operated fairy lights, tray and tray decor.

How much does it cost?

£50 per teepee. Any special theme is £15 per teepee. We have 6 teepees available.

What space will I need?

These are indoor teepees. The space required for one teepee tent and bed is 186cm L x 112cm W.

What else can I add?

Please see our options below. Please also check out our brownie & biscuit pages along with our Sort It Sides page.

More variations of the teepee set up can be found on our website [www.sortitoutevents.co.uk/teepees](http://www.sortitoutevents.co.uk/teepees)



**Balloons over Teepees**

£50 for 2 Teepees and £15 per Teepee thereafter



**Laminated Water Bottle Labels  
(including water)**

£2.each



**Balloons Number Stack**

£25, personalisation £5 and theme £5



**Personalised Laminated Placemat**

£2.50 each



**Biscuit Favourites**

£2

(Can be personalised for 50p)



**Personalised Water Bottle**

£10

Prices vary based on your requirements so please contact us for an estimate as discounts may be applied when hiring multiple items.



# BELL TENTS



For Bell Tent Sleepovers: 4m Bell Tent, single airbeds for up to 5 people, pillow, duvet, bedding, breakfast tray, throw, cushion, personalised placemat, fairy lights, decorated interior & accessories and heater if needed.

Package Price: £399.

Projector & screen can be added for £99.

Please be advised that the projector screen has limited viewing in the daylight.

For Bell Tent Movie nights: 4m Bell Tent, 2 x inflatable 3 seater sofa beds, rug, cushions, throws, projector & screen with firestick, fairy lights and heater if needed.

Package Price: £399

Please be advised that the projector screen has limited viewing in the daylight.

For Bell Tent Picnics: 4m Bell Tent, rug, cushions to sit on, low level picnic table(s) for up to 12 people, table runner, placemats, glass dinner plates, cutlery, napkins, tumblers and themed table decor.

Package Price: £499

Food is not included. However Brownies & Biscuits are available to order. Please check the Brownies & Biscuits tab.

# SORT IT SIDES



**Barbie Wooden 6ft Barbie Box £150**  
Balloons £125, Balloon Number Stack  
£25, £5 Personalisation , £5 Theme  
with Balloons



**Favour/Shot/Prosecco Wall**  
£150, Neon Sign £30



**Pink Fluted Cake Stand**  
£30



**Off White Fluted Cake Stand**  
£30



**Stork Stand**  
£30



**Birdcage Stands**  
£30



**Afternoon Tea Hire for 10 People**  
£40



**Wooden Effect Baby Boxes**  
£20



**Baby boxes filled with Balloons**  
£30



# SORT IT SIDES



**Jungle/Safari Themed Animals**  
POA



**Teddy Bears**  
POA



**Blossom Tree**  
£50



**Sequin Wall**  
£150



**Fairy Light Backdrop**  
£200



**Balloon Stack**  
£25.00, Personalisation £5, Theme £5



**Teddy Bear Centrepiece**  
£25



**Balloon Table Centrepiece with Lights**  
£25



**Themed Table Centrepiece**  
£25



# SORT IT SIDES



**"Lets Celebrate" Neon Sign**  
£30



**"Baby in Bloom" Neon Sign**  
£30



**"Howdy" Neon Sign**  
£30



**"Dream" Neon Sign**  
£30



**"Love" Neon Sign**  
£30



**'Happy Birthday' Neon Sign**  
£30



**Wooden Crates**  
£7.50 each

# GENDER REVEAL



**Pink/Blue Biscuits**

£2 each

Min order 12



**Balloon Garland over 2 Sailboards**

£200

Includes sailboards & personalisation

Baby Boxes with Balloons £30



**Pink and Blue Balloon Garland**

£75



**Pink/Blue Smoke Bombs**

£10

# BABY SHOWER

Baby showers can vary so much but we often have the same requests for either a venue baby shower or a picnic baby shower so we have created some package prices for these. However, if these packages are not what you had in mind simply get in touch and we will be able to give you a price based on what you require.

## VENUE BABY SHOWER



**Balloons (1 side) on Wicker Screen**  
£175

Personalised sign £30, Teddy bear,  
hot air balloons £30  
Jute rug FREE



**Teddy Bear Table Centrepieces**  
£25



**Welcome Sign £100, Easel £20,  
Balloons £30**

Package includes backdrop with balloons, 5 x centrepieces (additional centrepieces can be added on at £25 each) and a welcome sign with balloons for £450 (Usually £485)

## PICNIC BABY SHOWER



**Picnic Table for up to 20 People**  
£399



**3/4 2m Balloon Hoop**  
£250  
Pampas spray £30, Personalised  
sign £30



**Cake Stands**  
£30

Package includes backdrop with balloons, and picnic for up to 20 people including picnic tables, rugs, cushions, plates, table runner, placemats and table decor and cake stands.

£650 (Usually £739)

Additional people can be added for £14.95 each



# WESTERN THEME



**Watering Hole Set Up** which includes watering hole sign, 3 x hay bales, 3 silver troughs & fairy lights  
£200



**Wicker Screen with Themed Balloons**  
£225



**Shot Wall £150, Neon Howdy sign £30**  
Shot Glasses £20



**Cowboy Hats**  
£5 each  
(18 available)



**Wanted Backdrop Frame**  
£100



**Western Table Props**  
£50  
Cowhide cushions x 4 & Rug £40



**Large Wagon Wheel Prop**  
£50



**Saloon Rules Sign £10**  
**Restroom Sign £10**



**Fabric Western Saloon Backdrop**  
£40

**Or hire it all for a reduced price of £900 plus delivery & collection**

Prices vary based on your requirements so please contact us for an estimate as discounts may be applied when hiring multiple items.

# PERSONALISED



**Personalised Plastic Flutes**  
£5



**Personalised Water Bottles**  
£2.50



**Personalised Fruit Shoots**  
£3



**Personalised Glass Flutes**  
£6.50



**Personalised Plastic Cup**  
£9.95



**Personalised Glass Mug**  
£6.50



**Personalised Water Bottle**  
£12.



**Personalised Cold Cups**  
£6.50



**Personalised Wine Glass**  
£6.50



# FURNITURE HIRE



**Ghost Chairs**  
£10 each



**White Frame Foldable Chairs**  
£5 each



**6ft White Round Tables**  
£50 each



**Bell Tent**  
£250



# CONTACT INFO

Wedding & Event Decor Specialists & Advisers



Website



Instagram

## CONTACT NUMBERS

Kimberley 07508012607

Claudia 07777664967

## EMAIL

[info@sortitoutevents.co.uk](mailto:info@sortitoutevents.co.uk)

## WEBSITE

[www.sortitoutevents.co.uk](http://www.sortitoutevents.co.uk)

## SORT IT OUT LTD

Company number 13493210

