

OUT OF BOX

event productions

For: **Lauren Rice Memorial** 279-7312 - cell for Th. Cent.

Date: **Aug 15th (timeline at the bottom)**

Contact: **Emily Rice**

Item	Description	Amount	Quantity	Total	Notes
Planning & Coordination	Donated for this event	1,000.00	1	\$1,000.00	
Event Staffing	Event Staffing - Provided by Out of Box Productions	32.50	15	\$487.50	One 8 to 5pm and one 8 to 4pm
Drinks	Bottled Water, Iced Tea, Lemonade / Drinks for family	154.26	1	\$154.26	
Bev Needs	Cups, Napkins, Sugars for Iced Tea	40.00	1	\$40.00	
Catering for 25	Tami's Tarts (Veggie and bacon/Swiss.)	96.00	1	\$96.00	1 tart feeds 2 people / 8 of each kind
Catering for 25	Fresh Fruit Platters	75.00	1	\$75.00	
Catering for 25	Fried (broasted) Chicken	175.00	1	\$175.00	
Catering for 25	Mac and Cheese	75.00	1	\$75.00	
Catering for 25	Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.	125.00	1	\$125.00	
Rentals	Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with command strips for sign	115.00	1	\$115.00	Tent / Cooler from Emily/family/friends
Sound	Small portable sound (please bring something to play on the Aux cable)	0.00	0	\$0.00	Donated
Memorial Cards	Memorial Cards, Envelopes, Pens	50.00	1	\$50.00	Sign coming from Ephemera
Service Items	Hand Sanitizer and Kleenex	86.00	1	\$86.00	
Service Items	100 Black Masks	75.00	1	\$75.00	
Photography	Photography	110.18	1	\$110.18	
				\$0.00	
Subtotal				\$2,663.94	
Total				\$2,663.94	

Checks to Anthony Marinaro / Out of Box
6800 SW 15th St.
Des Moines Iowa 50315

Terms:

- A. Any other services are additional, and will be invoiced to you, as the Client.
- B. Out of Box is not responsible for work done by other vendors.
- C. Out of Box has no liability if some unforeseen event beyond the control of that party prevents it from performing its obligations under this agreement. Diagram's are not to scale but are simple graphic representations of the rental item placement and actual setup may vary from the diagram.

Proposals, plans, designs, and ideas prepared and provided by Out of Box are solely for the use of Out of Box and should not be used, reproduced, or relied upon by any other parties.

Sign: _____
Date: _____

Time	Saturday the 15th Item
7am	Doors open
8am	Jen setup tent / flowers
8am	Out of Box setup linens, bev areas, food area
8am	Acoustic singer setup
8am	Bev and Ice Delivery (cold)
9am	Fresh fruit platters out for family
9am	Fungtu pick up Tami's Tarts
9am	Food delivery into warmers
9am	Acoustic Music starts
930am	Service for Family
1030am	Service for Family concludes
10:30am	Move 10 Chairs blocking 2nd kitchen door
1030am	Family begins to eat brunch
10:45am	Chairs are moved - Jen heads out until 1:30/2pm
1130pm	Brunch Cleanup
11:45pm	Outside water station - staff ready
Noon	Visitation
2pm	Anthony leaves to setup another event
330 or 4pm	Begin to take down inside items
4pm	Kevin leaves
5pm	Take down of flowers
5pm	Removal of Linens / Food warmers Dishes
5pm	Outside water station begins closing up
5pm	Final clean up