## OUT OF BOX event productions

## For: Lauren Rice Memorial

279-7312 - cell for Th. Cent.

Date: Aug 15th (timeline at the bottom)

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Contact: Emily Rice
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Hanning &Coordination   Donated for this event   1,000.00   1   \$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   one 8 to 5pm and one 8 to 4pm     Bev Needs   Cups, Napkins, Sugars for Iced Tea   40.00   1   \$40.00   1   \$40.00     Catering for 25   Tami's Tarts (Veggie and bacon/Swiss.)   96.00   1   \$75.00   1   \$75.00     Catering for 25   Fried (broasted) Chicken   175.00   1   \$75.00   1   \$75.00     Catering for 25   Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.   125.00   1   \$125.00   1   \$125.00     Catering for 25   Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.   125.00   1   \$115.00   1   \$100     Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue) - 1 6ft table for outside 'checkin' from venue) - 1 6ft table or   0   \$00.00   0   0   0     Sound   the Aux cable) $\Theta \Theta$ 0	Item Description		Amount	Quantity	Total	Notes	
DrinksBottled Water, Iced Tea, Lemonade / Drinks for family154.261\$154.26Bev NeedsCups, Napkins, Sugars for Iced Tea40.001\$40.00Catering for 25Tami's Tarts (Veggie and bacon/Swiss.)96.001\$96.00Catering for 25Fresh Fruit Platers75.001\$75.00Catering for 25Fried (broasted) Chicken175.001\$75.00Catering for 25Mac and Cheese75.001\$175.00Catering for 25Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.125.001\$125.00Catering for 25Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.125.001\$125.00Linens (tables/chairs from venue) - 1 Git table for outside 'checkin' from venue. A-Frame with comand strips for sign115.001\$115.00SoundSmall portable sound (please bring something to play on the Aux cable)9.00\$0.00\$0.00SoundMemorial CardsMemorial Cards, Envelopes, Pens50.001\$50.00Service Items100 Black Masks75.001\$75.00PhotographyPhotography110.181\$110.18PhotographyPhotography50.0050.00	Planning & Coordination	Donated for this event	1,000.00	1	\$1,000.00		
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 Platers     75.00     1     \$75.00     1     \$75.00       Catering for 25     Fried (broasted) Chicken     175.00     1     \$175.00     \$75.00       Catering for 25     Mac and Cheese     75.00     1     \$75.00     \$75.00       Catering for 25     Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.     125.00     1     \$125.00       Catering for 25     Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.     125.00     1     \$125.00       Catering for 25     Schaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.     115.00     1     \$115.00       Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with comand the Aux cable)     0     \$000     \$0.00       Small portable sound (please bring something to play on the Aux cable)     0     0     \$0.00     \$0 anted       Memorial Cards     Memorial Cards, Envelopes, Pens	Event Staffing	Event Staffing - Provided by Out of Box Productions	32.50	15	\$487.50	One 8 to 5pm and one 8 to 4pm	
Catering for 25 Tami's Tarts (Vegger and bacon/Swiss.) 96.00 1 \$96.00 1 tart feeds 2 people / 8 of each kind   Catering for 25 Fresh Fruit Platers 75.00 1 \$75.00 1 \$75.00   Catering for 25 Fried (broasted) Chicken 175.00 1 \$175.00 1 \$175.00   Catering for 25 Mac and Cheese 75.00 1 \$175.00 1 \$175.00   Catering for 25 Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc. 125.00 1 \$125.00 1 \$125.00   Catering for 25 Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc. 125.00 1 \$125.00 1 \$125.00   Catering for 25 Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc. 125.00 1 \$125.00 1 \$125.00   Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with comand strips for sign 115.00 1 \$115.00 Tent / Cooler from Emily/family/friends   Sound the Aux cable) 0-00 \$0.00 \$0.00 Donated   Memorial Cards Memorial Cards, Envelopes, Pens 50.00 1 \$50.00   Service Items 100 Black Masks 75.00 1 \$75.00   Photography Photography <	0		154.26	1	\$154.26		
Catering for 25 Fresh Fruit Platers 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 \$175.00   Catering for 25 Mac and Cheese 75.00 1 \$175.00   Catering for 25 Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc. 125.00 1 \$125.00   Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with comand strips for sign 115.00 1 \$115.00   Rentals Small portable sound (please bring something to play on the Aux cable) 0.000 \$0.000 Donated   Sound Memorial Cards, Envelopes, Pens 50.00 1 \$50.00 \$ign coming from Ephemera   Service Items Hand Sanitizer and Klinex 86.00 1 \$86.00   Photography Photography 110.18 1 \$110.18	Bev Needs	Cups, Napkins, Sugars for Iced Tea	40.00	1	\$40.00		
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     Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with comand   Tent / Cooler from Emily/family/friends     Sound   Small portable sound (please bring something to play on the Aux cable)   0.00   \$0.00   Sound   Donated     Service Items   Hand Sanitizer and Klinex   86.00   1   \$86.00   \$86.00   \$97.00     Photography   Photography   110.18   1   \$110.18   \$110.18	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 Mac and Cheese 75.00 1 \$75.00   Catering for 25 Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc. 125.00 1 \$125.00   Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with comand strips for sign 115.00 1 \$115.00   Rentals Small portable sound (please bring something to play on the Aux cable) 0.000 0 \$0.00   Memorial Cards Memorial Cards, Envelopes, Pens 50.00 1 \$50.00   Service Items Hand Sanitizer and Klinex 86.00 1 \$86.00   Service Items 100 Black Masks 75.00 1 \$75.00   Photography Photography 110.18 1 \$110.18	Catering for 25	Fresh Fruit Platers	75.00	1	\$75.00		
Catering for 25   Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.   125.00   1   \$125.00     Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue. A-Frame with comand strips for sign   115.00   1   \$115.00   Tent / Cooler from Emily/family/friends     Rentals   Small portable sound (please bring something to play on the Aux cable)   0   \$0.00   Donated     Memorial Cards   Memorial Cards, Envelopes, Pens   50.00   1   \$50.00   sign coming from Ephemera     Service Items   Hand Sanitizer and Klinex   86.00   1   \$86.00     Service Items   100 Black Masks   75.00   1   \$75.00     Photography   Photography   110.18   1   \$111.01	Catering for 25	Fried (broasted) Chicken	175.00	1	\$175.00		
Sound Linens (tables/chairs from venue) - 1 6ft table for outside 'checkin' from venue) - 1 6ft table for outside 'checkin' from venue) - 1 6ft table for outside 'checkin' from venue) - 1 6ft table for sound 1 1 \$115.00 1 Tent / Cooler from Emily/family/friends   Rentals Small portable sound (please bring something to play on the Aux cable) 0 0 \$0.00 Donated   Memorial Cards Memorial Cards, Envelopes, Pens 50.00 1 \$50.00 Sign coming from Ephemera   Service Items Hand Sanitizer and Klinex 86.00 1 \$86.00   Photography 110.18 1 \$110.18   Photography Photography 50.00 \$0.00	Catering for 25	Mac and Cheese	75.00	1	\$75.00		
Number of the strips for sign     115.00     1     \$115.00     1     Tent / Cooler from Emily/family/friends       Small portable sound (please bring something to play on 5 ound     0.00     0     \$0.00     0     0.000	Catering for 25	Chaffing Dishes, Fuel, Plates, Napkins, Tongs, etc.	125.00	1	\$125.00		
Rentals Strips for sign 115.00 1 \$115.00   Sound Small portable sound (please bring something to play on the Aux cable) 0.00 0 \$0.00   Memorial Cards Memorial Cards, Envelopes, Pens 50.00 1 \$50.00   Service Items Hand Sanitizer and Klinex 86.00 1 \$86.00   Service Items 100 Black Masks 75.00 1 \$75.00   Photography 110.18 1 \$110.18		Linens (tables/chairs from venue) - 1 6ft table for					
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 Klinex     86.00     1     \$86.00       Service Items     100 Black Masks     75.00     1     \$75.00       Photography     Photography     110.18     1     \$110.18		outside 'checkin' from venue. A-Frame with comand					
Sound     the Aux cable)     0.00     \$0.00     Donated       Memorial Cards     Memorial Cards, Envelopes, Pens     50.00     1     \$50.00     sign coming from Ephemera       Service Items     Hand Sanitizer and Klinex     86.00     1     \$86.00       Service Items     100 Black Masks     75.00     1     \$75.00       Photography     110.18     1     \$110.18	Rentals	strips for sign	115.00	1	\$115.00	Tent / Cooler from Emily/family/friends	
Memorial Cards     Memorial Cards, Envelopes, Pens     50.00     1     \$50.00     sign coming from Ephemera       Service Items     Hand Sanitizer and Klinex     86.00     1     \$86.00		Small portable sound (please bring something to play on					
Service Items     Hand Sanitizer and Klinex     86.00     1     \$86.00       Service Items     100 Black Masks     75.00     1     \$75.00       Photography     Photography     110.18     1     \$110.18       Vertice     50.00     \$0.00     \$0.00     \$100	Sound	the Aux cable)	0.00	0	\$0.00	Donated	
Service Items     100 Black Masks     75.00     1     \$75.00       Photography     Photography     110.18     1     \$110.18       Vertice     Vertice     \$0.00     \$0.00	Memorial Cards	Memorial Cards, Envelopes, Pens	50.00	1	\$50.00	Sign coming from Ephemera	
Photography     Photography     110.18     1     \$110.18       \$0.00	Service Items	Hand Sanitizer and Klinex	86.00	1	\$86.00		
\$0.00	Service Items	100 Black Masks	75.00	1	\$75.00		
	Photography	Photography	110.18	1			
Subtotal \$2,663.94					\$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 very 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: \_\_\_\_\_

	Saturday the 15th
Time	ltem
7am	Doors open
8am	Jen setup tent / flowers
8am	Out of Box setup linens, bev areas, food area
8am	Aucustic singer setup
8am	Bev and Ice Delivery (cold)
9am	Fresh fruit platers out for family
9am	Fungtu pick up Tami's Tarts
9am	Food delivery into warmers
9am	Acustic 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