



SERVICE GUIDE



STAFF APPRECIATION SERVICES & PRICING



Hello and Welcome!

I'm so glad you're here. My name is Alyssa, and **I believe educators are unsung heroes of our world.** As a former K-6 educator, I know from first hand experience the countless hours, resources, and preparation it takes to show up for the whole child. Teachers will always have thankless jobs, but a breakfast bar can't hurt, right?

So often, administrators want to connect with staff & create building wide rapport, but don't always have time, energy, or the resources to craft an opportunity. That's where **Puget Parties & Events** comes in.

Puget Parties & Events is grounded in collaboration. Together, we'll brainstorm what it looks like to recognize your one of a kind staff & create a detailed game plan. Then, Puget Parties takes care of the rest! **You get all the credit without adding to your plate.**

In the following pages, you'll find **an overview of staff appreciation service offerings.** Whether a la carte services or a week long celebration, revel in cozy fall vibes or "just because it's Tuesday," Puget Parties & Events is here to help honor the inspiring work your staff performs daily & provide opportunities for connection!

I look forward to our partnership & cannot wait to see what we create together!

With joy,

Alyssa Gibson

WELCOME

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Client *Testimonials*



"This is an incredible business! Alyssa took care of every small detail and put on an amazing event. I appreciated her checking in with me regularly prior to and during the event."

-Annie, Elementary School Principal



"I can't recommend Puget Parties & Events enough! Alyssa went above and beyond to support teachers during the hectic last week of school, and it truly made a difference. From creative themes to thoughtful touches, every detail was handled with care and professionalism. You can tell she genuinely cares about educators and creating memorable experiences. Thank you! ❤️"

-Kristina, Instructional Coach



"Alyssa did a great job with our teacher appreciation week at Stafford - such thoughtful and fun ideas!"

— Jenn, Front Office Secretary

STAFF APPRECIATION SERVICES

➤ BEVERAGE BARS

Each beverage station would include type of beverage, hot or cold, cups/lids/straws, stirrers, 3 flavored syrups & pumps, special mix ins based on option below (i.e. ice cream for root beer, ice, marshmallows for hot cocoa, whipped cream, etc), and allergy friendly food options (nut free, dairy free, and gluten free)

IDEAS:

- COFFEE/TEA
- ITALIAN SODA
- HYDRATION (FLAVORED POWDERS)
- ROOT BEER FLOATS
- HOT COCOA & HOT CIDER
- LEMONADE



➤ FOOD STATIONS

Each snack bar would include type of snack option, plates/napkins/cutlery, serving trays/bowls/utensils, and allergy friendly food options (nut free, dairy free, and gluten free). Food would be store bought, prepackaged, and opened at the location of the event during set up.

IDEAS:

- POPCORN BAR
- TRAIL MIX
- CARAMEL APPLE
- CANDY SALAD
- CEREAL/YOGURT
- ICE CREAM SUNDAE
- NACHOS



> INTERACTIVE ACTIVITY

Activities can be brainstormed together and unique to each organization and theme. Each activity will vary in price based on supplies, prizes, and preparation. Most activities can be self-managed with directions available, no hosting required.

IDEAS:

- PHOTO BOOTH (OPTION: STAFF MEMBERS CAN SEND IN PICTURES TO CLAIM A PRIZE/RAFFLE)
- TRIVIA GAME
- BINGO CARD
- GUESS WHO? GAME
- MINUTE TO WIN IT GAMES
- ITEM HUNT (I.E. FIND THE ____ AROUND THE BUILDING)
- APPRECIATION STATION ACTIVITY (STAFF MEMBERS WRITE NOTES TO COWORKERS)



> MAILBOX/ CLASSROOM GIFT

A Mailbox gift would be \$5 or less per person, depending on theme and type of gift. Each gift would include a custom tag or label, clear wrap and ribbon, and be distributed during an agreed upon time and location. Options can be flexible with theme. All food related items would be store bought and prepackaged.

IDEAS:

- | | |
|-----------------------|------------------------|
| • CANDY BAG | • LOTTERY SCRATCHER |
| • SNACK BAG | • SPA THEME |
| • OFFICE SUPPLIES BAG | • DRINK |
| • GUM/MINTS | • DESSERT |
| • GIFT CARD HOLDER | • SUPPLIES CHARCUTERIE |
| • LOTTERY SCRATCHER | |



STAFF APPRECIATION SERVICES

EACH SERVICE INCLUDES

- 30 minute brainstorm session (virtual or in person!)
 - Choice of theme & decor
 - Customizable options
 - Custom shareable flyer (digital file)
 - Customized tags and labels
 - Set up/tear down
 - Coordination and collaboration with office staff and PTAs
-

Each service is \$150
plus tax

\$150 Service fee charged once per booking
(save as you bundle multiple services!)

Sample Order

1 Beverage Bar (\$150) + 1 Service fee (\$150) = \$300

1 Beverage Bar (\$150) + 1 Food Station (\$150) + 1 Service Fee (\$150) = \$450



APPRECIATION WEEK CONSULTING

This service is ideal for administrators who have the staff, students, and/or volunteers to set up and tear down stations and events, but *need a professional to research, organize, and plan for a full week of Staff Appreciation.*

Includes:

- 30 minute consultation for initial requests and vision (theme, preferences, budget, etc)
- Research local vendors, price comparison on supplies, collaboration and communication with PTAs and/or volunteers
- 1 Hour brainstorming session (virtual or in person) for final plans
- customized food and beverage shopping list
- customized Amazon Wish List for decor
- customized flyers, tags, cards, game pieces, etc, that match theme and activities chosen (digital files that are shareable)
- Creation of a detailed day-of timeline, list of supplies, and set up instructions per event
- Vendor management, delivery coordination, contract & invoice liaison

STARTING PRICE: **\$250** *does not require service fee



Sample Appreciation Week Schedule

<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>
MAILBOX GIFT	BEVERAGE BAR	FOOD STATION	INTERACTIVE ACTIVITY	FOOD STATION



Add On Services

Our A la Carte Services offer customizable options for administrators seeking to elevate their appreciation services. Our team is ready to assist with any individual aspect of your event. Choose one, several, or combine services to suit your unique needs.

Services Offered:



> **SNACK SHACK (ON WHEELS!)**

During a pre-determined window of time, the Snack Shack will be rolled into classrooms/offices. Each staff member can choose from a variety of beverages and snacks. This will be managed by a Puget Parties & Events employee for a total of 3 hours (1 hour set up/organization, 1.5 hours delivery, 0.5 hour clean up. This service includes the assortment of beverages/snacks and matching themed cart decor.



> **VENDOR COORDINATION & DELIVERY**

Want a local business to cater a meal? Puget Parties & Events will manage on your behalf!

This service includes: research of vendors and services within your budget, requesting quotes, managing staff choice of meal (if applicable), placing order with business, track invoice payments and due date, pick up order (if applicable).

Ideas include: ice cream truck, coffee van, catered lunch (buffet meal), BYO Sandwich, etc



> **RAFFLE PRIZE SOURCING**

Want to hold a raffle, but don't have the time to procure the prizes? Puget Parties & Events can assist!

This service includes: locating, purchasing, and assembling raffle prize gifts. This can include themed baskets, an assortment of gift cards, small gifts, etc. Gift tags, wrapping, and packaging to match theme are complimentary.

this service cost does not include the cost of the prizes

Our Process

01

Planning

We hit the ground running with an initial planning meeting where we talk all things themes, choosing & customizing services, and budget.

02

Designing

This stage of planning focuses on the feeling and overall style of your event. This is where theme, color palette, decor, and signage merge. Digital files are created to share with staff.

03

Coordinating

The coordinating phase centers around the day of schedule, down to the minute details. We coordinate set up times and available building supplies.

04

Executing

This is the day of the appreciation event! Decor is set up, stations replenished, and activities managed until tear down.



FAQs

● CAN I CHOOSE MULTIPLE SERVICES AT ONCE?

You betcha! Just as each school staff is unique, so are the services. Services can be stand alone or combined into a multi day event or series. We book up to 60 days in advance!

● WHY IS THERE A SERVICE FEE?

The staff appreciation service covers the event supplies such as food & drink ingredients, cutlery, themed decor, etc. The service fee supports the "behind the scenes" work Puget Parties performs including: planning meetings, flyer creation, research, set up and tear down, etc. This is only charged once per booking, even if you are requesting multiple services.

● CAN I REQUEST THEMES OR SERVICE OPTIONS NOT LISTED?

Yes, we will do our best to make your vision come true & promise to use as much "in house" supplies to make your event the most affordable! Depending on the complexity of the theme, decor, or service, additional charges may occur and will be communicated prior to event.

● DO YOU HAVE DIETARY OPTIONS PROVIDED AT STATIONS?

We automatically include at least one dairy free, gluten free, and sugar free option. We make strides to stay away from peanuts and peanut butter. Please note we are not an allergy free company and cross contamination may occur. Please let us know if there is a specific allergy to consider and we will do our best to accommodate the request!



Payment Terms & Conditions

Understanding our payment structure and policies is crucial for a smooth collaboration between us and our clients. Below are the detailed terms and conditions governing the payment for our event planning services. These policies ensure that both parties have a clear understanding of expectations and commitments.

Payment Structure:

DEPOSIT	
A non-refundable deposit is required to secure our event planning services for your chosen date. This deposit is applied towards your total service fee and ensures that we can begin the planning process immediately.	
Amount:	30% of the total estimated service cost.
Due Date:	within 7 days of signing contract.

FINAL PAYMENT	
The remaining balance of your event planning service fee is due ahead of/on the event date. This allows us to finalize all services and ensure everything is set for your event.	
Due Date:	Day of the event.



Cancellation Policy:

➤ CANCELLATIONS BY CLIENT:

If the event is canceled by the client, the non-refundable deposit will be retained. Cancellations made within 14 days of the event date may incur additional fees, depending on the services already rendered and commitments made to vendors.

➤ CANCELLATIONS DUE TO UNFORESEEN CIRCUMSTANCES:

In the event of cancellation due to unforeseen circumstances (e.g., natural disasters, public health emergencies), we will work with clients to reschedule the event, if possible. Specific terms will be discussed and agreed upon based on the situation.

Additional Costs:

While we strive to provide accurate cost estimates, additional costs may arise due to changes in the scope of the event, client requests, or unforeseen circumstances.

Examples Include:

- *Additional revisions to the event design or coordination plans beyond what was initially agreed upon.*
- *Last-minute vendor changes or upgrades requested by the client.*
- *Broken/damaged decor owned and utilized by Puget Parties.*

Payment Methods:

We accept payments via Honeybook and check. Detailed instructions for payment will be provided in the invoice.

Late Payment Policy:

Payments not received by the due date may result in a late fee of 10% of the final invoice and could affect the continuation of future services for your staff.



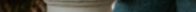
Note: This payment policy is designed to ensure that both parties are protected and clear about the financial arrangements. We recommend reviewing these terms carefully and discussing any questions or concerns with us directly.



Staff Appreciation Services Request Form



@pugetparties



Thank you!

