

Event Planning Information Pack



ABOUT US

OUT CATERING | FUNCTIONS | EVENTS

Based in the beautiful Hawkes Bay the Food Company offers a huge array of services when it comes to events, including venue hire, staff & catering.

We aim to do everything in our power to make your event seamless. This is one of three easy to access online PDF information packs so that you have the information you require at you fingertips.

To help with the planning we have designed this checklist/guide and have also provided a list of helpful business contacts in the Hawkes Bay who may be of assistance.

But of course there is nothing like the personal touch call us today to see how we can help you plan a memorable event.

WHATEVER YOUR EVENT

Weddings | Backyard BBQ | Holiday Events | Rehearsal Dinners
Themed Events | Bridal & Baby Showers | All Day Meeting Services
Seminars & Workshops | Intimate Gatherings | 21st Birthdays
Retirements | Graduation Parties | Charity Events | Work Events



The
FOOD COMPANY

CONTACT DETAILS

www.thefoodco.co.nz | info@thefoodco.co.nz
0800 1 FOODCO (0800 1366326)



EVENT PLANNING

Planning any event, be it a wedding birthday or conference can feel like a full time job. Many aspects need to be organised including your budget, the catering, venues, themes and invitations. We would like to make that process streamlined for you, we have a dedicated functions and catering manager to talk you through the process plus this booklet as a guideline.

- ❑ 2 GREAT VENUES AVAILABLE
- ❑ EXTENSIVE CATERING MENUS
- ❑ OUT-CATERING
- ❑ DELIVERY & SET-UP
- ❑ STATIONERY & INVITATIONS, MENUS & PROGRAMMES DESIGN SERVICES
- ❑ PROMOTIONAL MATERIAL
- ❑ TECHNICAL EQUIPMENT, THEMES, PROPS & DECORATIONS



VENUE HIRE

We offer the choice of two great venues available for hire situated in the heart of Napier or central Hastings. Both venues offer a great amount of flexibility and options.

Please visit the functions page on our website for full venue details.



CATERING

Delivered to your venue or set up at one of our great locations, The Food Company offer extensive menu choices, which can be custom made to your needs. We work with you to create a menu to your tastes.

Please visit the catering page on our website for sample menus and more information.



FOOD COMPANY

WWW.THEFOODCO.CO.NZ | INFO@THEFOODCO.CO.NZ | 0800 1 FOODCO (0800 1366326)

DECORATIONS & EQUIPMENT

We have a selection of decorations, packages and equipment available to compliment your choice of event, making our venues adaptable to many types of event. Talk to us today.

Please visit the functions page on our website for full equipment details. Ring today to discuss decorations.



DESIGN & PRINTING

With an in house designer we can offer a full design service. From programmes to newspaper adverts, poster and invitations, even personalised menus we can create the perfect printing material for your day.



RECOMMENDED BUSINESS'S

MARRIAGE CELEBRANTS

John Kiwara | 0297720181
Cheryl Smith | 027 596 2444
Jo Smith | 021 796675

HAIRDRESSERS/BEAUTICIANS

Josie Brenstrum - Make Up Artist
844 4550 | 021 434 237

Donna Harvey Mobile Hair Stylist
021 355 144 | 857 7871
tranquilyte@slingshot.co.nz

Zealous Hair
Dressing & Beauty Theraphy
409 Heretaunga St, East Hastings
telephone. 870 7111

Halo Hair Design
922 Heretaunga St East, Hastings
telephone. 06-651 4256

VIDEO

Digital Icing | 835 2395

PHOTOGRAPHERS

Aleish Giddens | 021 109 4056
Rei Bennett | 022 076 4807
Paul Shannon | 878 5444

GRAPHIC DESIGNERS

Artemis Creative | 021 258 3513

FLOWERS

Flowers by Tanya | Telephone. 878 8787
Madisons | 835 0056

CAKE

Sugar Queen | 650 7842

DRESSES

RSVP | 876 6926

SUITS

Thompson's Suits | 878 9740

TRANSPORT

Waipawa Buses | 870 8740
Hastings Taxis | 0800 875 055
Classic Limousine | 878 5953

ENTERTAINMENT

Richard Nicholson | 878 4643
Party Jukebox & karaoke Hire | 0800 425 853
Portable Paparazzi | Photo Booth | 027 284 2300

YOUR EVENT CHECKLIST

My Event:	
Date of Event:	
Start Time:	Duration:
Event Budget:	

VENUE HIRE

Two great Hawkes Bay locations available through The Food Company - Central Napier & Hastings.

Venue Booked:	<input type="checkbox"/>
Deposit Paid:	<input type="checkbox"/>
Guest Numbers:	Table Setting:
Decorations: <input type="checkbox"/> Balloons <input type="checkbox"/> Flowers/Vases <input type="checkbox"/> Name Cards <input type="checkbox"/> Steamers <input type="checkbox"/> Chair Coverings <input type="checkbox"/> Table Coverings <input type="checkbox"/> Banners <input type="checkbox"/> Light Show	Other:
Colour/Theme:	
Equipment: <input type="checkbox"/> Illuminated Dance Floor <input type="checkbox"/> Multi Function Sound Desk <input type="checkbox"/> Whiteboard <input type="checkbox"/> Microphone <input type="checkbox"/> Stage Area <input type="checkbox"/> Internet Access <input type="checkbox"/> Projector <input type="checkbox"/> Lectern <input type="checkbox"/> BBQ <input type="checkbox"/> TV <input type="checkbox"/> SKY TV <input type="checkbox"/> Video	
Other:	

TRANSPORT

Transport Required:	<input type="checkbox"/>
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CATERING

Remember to check out our catering guide for sample menus - www.thefoodco.co.nz/catering_PDF.pdf

Style of Dining:		
Caterer:	Contact No:	
Guest Numbers:		
Dietary Requirments/Allergies:		
Menus of Interest:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning Tea <input type="checkbox"/> Afternoon Tea <input type="checkbox"/> Lunch	<input type="checkbox"/> Canapes <input type="checkbox"/> Fingerfood <input type="checkbox"/> BBQ Spit Roast <input type="checkbox"/> Fork & Plate
	<input type="checkbox"/> Bun Runs <input type="checkbox"/> Buffets <input type="checkbox"/> Banquets <input type="checkbox"/> Plated Meals	
Other:		

DESIGN, STATIONERY & MARKETING MATERIAL

With a in-house designer we can help you with your promotional material, menus & stationery. Details for any of the below marketing can be emailed to us directly.

Designs Needed for:	<input type="checkbox"/> Invitations <input type="checkbox"/> Booking Forms <input type="checkbox"/> Brochures	<input type="checkbox"/> Menus <input type="checkbox"/> Email promotions <input type="checkbox"/> Advertisements	<input type="checkbox"/> Table settings <input type="checkbox"/> Facebook <input type="checkbox"/> Programmes
Other:			

ENTERTAINMENT

Music:	<input type="checkbox"/>
Performer/Speaker:	<input type="checkbox"/>
General Notes:	
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