

Touch of Class in Sussex

Party Planning Brochure



At Touch of Class in Sussex we believe that special occasions like birthdays and anniversaries are opportunities to celebrate with the people important to us and that we enjoy being with. Having a party is a chance to bring together the important people in your world and to have some fun. Over the years we have thrown some very successful parties from christening celebrations, anniversaries to 80th birthday parties. For us each party is a unique occasion and every client very special. As a small company we are able to take the time to get to know our clients and find out what kind of celebration they want to have. We give a genuine, personal service and our philosophy is very simple; you are our guests and deserve the very best service we can provide. Our network of contacts built up over 6 years of living in West Sussex ensures great value for money, reliability and service quality.



Our Services

Hibiscus – Party Design and Planning

Who is it for?

For clients who would like ideas for the party and help to put it together.

What does it include?

An initial complimentary consultation to discuss your needs

A written proposal summarising what we talked about, an outline of what we could do and a price quotation

*if commissioned

A meeting with ideas and details to work on and a proposed plan of what needs to happen

After agreement, sourcing of and negotiating with suppliers you would like

Review meetings for regular updates and e-mail communication

Day plan preparation for the party

Co-ordination of the guest list and table plan if required



Bauhinia – Party Design, Planning and Co-ordination on the Day

Who is it for?

Clients who require a complete service from party concept, planning of what needs to happen and discreet on the day co-ordination.

What does it include?

A complimentary initial consultation to discuss the proposed party

A written proposal detailing the meeting, what we could do and a price quotation

*if commissioned

A meeting to present ideas and a proposed plan of action

Sourcing and negotiating with suppliers for services

Review meetings in addition to e-mail and telephone communication

Day plan for the party

Co-ordination of the guest list and table plan if required

Co-ordinator present on the day for set up and supervision

within agreed time frame.

