



CROTECH INSTITUTE OF TRADE INC

**Republic of the Philippines
San Vicente, Gapan City,
Nueva Ecija**



Events Management Training Portfolio

Submitted by:

LAARNI M. IBARRA

Submitted to:

DR. GERSHOM CABURIAN

FAB EVENTS BY EL

San Lorenzo, Gapan City, Nueva Ecija
Contact No. 0915-855-1607



FAB EVENTS BY EL

You dream it, we create it

Valmonte Street, San Lorenzo, Gapan City, Nueva Ecija
Contact Number: 0915-855-1607

About Us

FAB events by EL is a full service event management firm based in Gapan City, Nueva Ecija that was managed by Mrs. Laarni M. Ibarra. She worked in abroad for 20 years as Secretary in a Investment company in Middle East. She decided to put up Events Management business because she was inspired by so many Events Coordinator abroad that she attended due to her job. Also she managed to create a small business and occasion events for her bosses and colleagues so that start her passion in creating a memorable events.

With the team of young, creative, dynamic and dedicated professionals, we make it our priority to understand our client's objectives, working alongside clients from concept to completion to create a unique and memorable event.

We not only organize extravagant Event, we organize mesmerizing and fantastic moments for you. Because, Events may be forgotten but moments will last a lifetime. Whether you are looking for collective information about managing an event, we are eagerly waiting to lighten your events with our innovation. We offers complete event planning and management solutions.

Leave your event in the capable hands of the professionals. A place where the impossible becomes possible, where budget can become a desired outcome, and where dreams can become a reality.

We LISTEN, WE STRATEGIZE, We EXECUTE, WE SUCCEED

This is what makes FAB Events by EL different



MISSION

- Our mission is to be a passionate, trusted and dedicated team of event planner professionals dedicated to providing extraordinarily flawless events that supply our clients with faultless management, timeless style, unforgettable experiences, and the highest quality.

VISION

- Our Vision is to become the most professional and experienced company in the event management industry We are committed to plan, deliver and execute our client's unique vision.

ORGANIZATIONAL CHART



Laarni M. Ibarra

General Manager



Darrel Ipurong

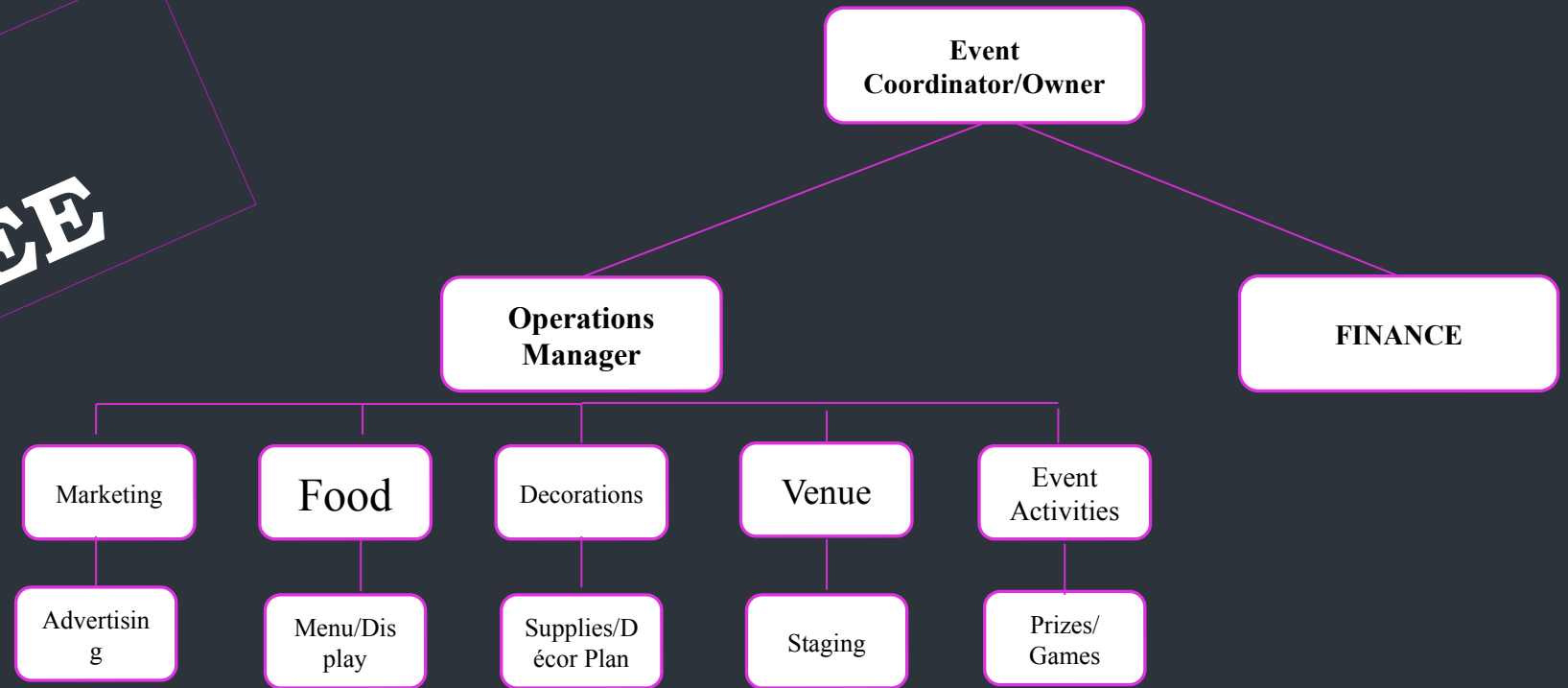
Finance



Mark De Guzman

Operation Manger

WORKING COMMITTEE



OUR SERVICES



Family Reunion



Birthday



Entertainment



Wedding



Conference



Other Events

LIST OF SUPPLIERS

SERVICES

HIGH-END

BUDGET FRIENDLY

Catering and Party Package	Shakeys	McDonalds
Clown, Puppet Show, Bubble Show, Face Painting	Papas Team	Bastis Party Ideas
Photo Booth	Casa de Fotografia	3 Crayons PhotoBooth
Inflatables	Calebs Inplaytafun	Bounce 4 Joy
Dessert Buffet	Cakes Gourmet	Tins Sweet
Canvass DIY Materials	National Bookstore	Melodys

COVER LETTER TO CLIENT

15 March 2021

Ms. Angel San Pedro
San Vicente, Gapan City,
Nueva Ecija
0906-555-3496

Dear Ms. San Pedro,

I am writing this letter to you to present a business proposal, which is mutually beneficial for us. With the team of young, creative, dynamic and dedicated professionals, we make it our priority to understand our client's objectives, working alongside clients from concept to completion to create a unique and memorable event. Kindly have a look at the enclosed event proposal for your daughter's 7th Birthday.

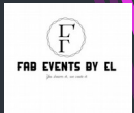
I believe the meeting will help to present the proposal to you so that you can also have better understanding of the quality and nature of our services.

Hope to hear from you soon.

Thank you again and we look forward to working with you to make your upcoming event an unforgettable experience.

Sincerely,

Mrs. Laarni M. Ibarra
Owner
FAB Events by EL
0915-855-1607



LETTER TO CLIENT

01 April 2021

Ms. Angel San Pedro
San Vicente, Gapan City,
Nueva Ecija
0906-555-3496

Dear Ms. San Pedro,

We are so grateful for the pleasure of serving you on your daughter's 7th Birthday. We, FAB Event by EL is committed to providing first class service throughout the coordination and execution of your event. As we begin please see attached event proposal as a guide and resource for your knowledge and understanding of the facility procedures and policies and also a guideline is necessary to ensure a successful planning and event execution process.

Thank you again for trusting FAB Event by EL and we look forward to working with you to make your upcoming event an unforgettable experience.

Sincerely,

Mrs. Laarni M. Ibarra
General Manager
FAB Event by EL
0915-855-1607



LETTER TO SUPPLIER

26 March 2021
Ms. Roxane Esmino
General Manager
McDonalds Gapan
Nueva Ecija
0915-542-5148

Dear Ms. Esmino,

I am writing this letter to request a business proposal with your company. I believe that your service will cater the needs of our Client. Your service are very popular with the kids. The event will take place on May 2, 2021. Our theme is a Princesses and Super Heroes. We are looking forward if you will accept our intention that we want your company to be part of our event.

I would highly appreciate meeting you at your convenience time to discuss this matter.

Please coordinate with us regarding your decision, you may contact us through this number (09556834674/09187872998).

Thank you in advance for your consideration.

Yours Sincerely,

Mrs. Laarni M. Ibarra
Owner
FAB Events by EL
0915-855-1607

CONTRACT WITH SUPPLIER

This agreement for event services is hereby entered into 5th Apr 2021 (Effective Date), by and between Ms. Roxanne Esmino (Manager) with an address of Walter Mart Bayanihan, Gapan City, Nueva Ecija ("The Client") and FAB Events by EL with an address of San Lorenzo, Gapan City, Nueva Ecija ("The Planner"), collectively "the Parties"

1. Catering Services Provided. Client hires Caterer to Perform the following Catering Services:

Meal Package for Kids - 1pc Chicken Mcdo with Spaghetti, Regular Drink, Sundae & Happy Meal toy
Meal Package for Adult - 1pc Chicken Mcdo with Spaghetti, Regular Drink, Sundae & Fries

- Venue Decorations
- Chairs & Tables
- Sounds
- Invitations, Balloons, Party Hat

2. Event Date & Description.

Event Date: 2 May 2021

Start Time & Location: 10:00am Walter Mart, Gapan City, Nueva Ecija

End Time: 2:00 pm

3. Payment. The Parties agree to the following Payment and Payment Terms:

Total fee for the services: 50% down payment upon signing of the contract

Balance Due: One week before the date of event

IN WITNESS WHEREOF, The parties here executed this Contract on the dates set forth below accordance with the terms attached

ON BEHALF OF FAB EVENTS BY EL

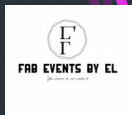
By: _____

Name: _____

ON BEHALF OF MCDONALDS

BY: _____

NAME: _____



EVENT BRIEF

Event Title 7th Birthday

Theme Princesses and Super Heroes

Description In the party Guest can wear their favorite Princesses and Super Heroes. Also they can grab a DIY costumes enjoy party games, clowns, puppet show, bubble show, prizes, gifts and many more surprises

Event Purpose To give the celebrant a memorable experience and let all the guest have fun

Client Mrs. Angel San Pedro

Celebrant Lauren San Pedro

Date of Event May 2, 2021

Time of Event 10:00am

Number of Attendees 100

Total of Budget Php 130,000

Projected Venue Waltermart, Gapan City, Nueva Ecija

Start Date April 1, 2021

End Date May 3, 2021

REGULAR CLIENT

1st Birthday

Mrs. Rufina Ucat

OFW in Italy

Wedding

Mr. & Mrs. Erwin Romulado

Seafarer

Christening

Mr. Arnel Rodriguez

PNB Branch Manager

PREVIOUS CLIENT



□ Product Launch - Huawei



□ Corporate Events – SGV & Co Philippines



□ Weddings – Mr. & Mrs Noel Dela Cruz

CONTRACT TO CLIENT

This agreement for event services is hereby entered into 1st Apr 2021 (Effective Date), by and between Mrs. Angel San Pedro with an address of San Vicente, Gapan City, Nueva Ecija("The Client") and FAB Events by EL with an address of San Lorenzo, Gapan City, Nueva Ecija ("The Planner"), collectively "the Parties"

1. Event Date & Description. On May 2, 2021 Client intends to host the below described event ("the Event"): The coordinator will be able to set up a Princesses and Super Heroes Party, at 10:00am. The Event Coordinator will set up different kind of unique set up like DIY costumes, Laydown an indoor Rug, Picnic set up and inflatable bouncer, playground for kids. all the guest can enjoy the food and games.

2. Planner Duties. Clients engages Planners services to perform the following duties with regards to the event.

- Catering Services
- Cakes & sweets Buffet
- Photo Booth
- Clown, Face Painting, Bubble Show, Puppet Show
- Invitations, souvenirs, balloons and tarpaulin
- Tent/cushions/carpets
- Inflatable playground for kids

Planner shall obtain Client approval, in writing, before entering into any binding contracts for the event and/or issuing any non-refundable deposits

3. Payment. The Parties agree to the following Payment and Payment Terms:

Total fee for the services: 15% of the total allocated budget

Percentage due upon execution of Agreement: 50%

Balance Due: One week before the date of event

IN WITNESS WHEREOF, The parties here executed this Contract on the dates set forth below accordance with the terms attached

By: _____

BY: _____

Name: _____

NAME: _____



DETAILED BUDGET PROPOSAL

VENDOR	SERVICES	PARTICULARS	AMOUNT	TOTAL	
Mc Donalds	Party Package Inclusions Themed Giveaways Lights and sounds Chairs, Tables, etc. Hosting Games 1 Gift for the Celebrant Balloons Mc Donald Mascot Appearance	100 pax	7,000.00		
				7,000.00	
		Food Adult 1pc Chicken Mcdo with Spaghetti Regular Drink, Sundae and Fries	60 pax 195	11,700.00	11,700.00
		Kids 1 pc Chicken Mcdo with Spaghetti regular drink, Sundae and a Happy Meal Toy	40 pax 208	8,320.00	8,320.00
				27,020.00	
Tins Sweet	Dessert Buffet	10 Candy Bars/Marshmallows 2 Dozen Donuts Choco Coated Fruits and Biscuits Cupcakes Cookies Cake Jars	5,000.00	5,000.00	

DETAILED BUDGET PROPOSAL

VENDOR	SERVICES	PARTICULARS	AMOUNT	TOTAL
3 Crayons Photo Booth	2 Hours Photo Booth		3,000.00	3,000.00
Team Papa's Clown party needs	1hr performance Face painting Buble show Puppet Show		8,000.00	8,000.00
Melodys	DIY Materials Others		5,000.00 2,000.00	7,000.00
Inflatable Playground			10,000.00	10,000.00
Additional Prizes	Cash Prizes		10,000.00	10,000.00

TOTAL EXPENSES		97,040.00
CONTINGENCY FUND	10%	<u>13,000.00</u>
		110,040.00
PROFESSIONAL FEE	15%	<u>19,500.00</u>
GRAND TOTAL		<u>129,540.00</u>

Program Flow

A McDonald's Birthday Party is as easy as blowing a candle. We'll take care of everything from planning to the party.

Book it now! Visit your nearest McDonald's Party store for more details.



- 09:45-10:00 Arrival of the guest Coordinator

(assist those who do not wear costumes can wear DIY)
- 10:00-10:15 Start of the Event Host
- 10:15-10:20 Opening Prayer Host
- 10:20-10:30 Speech Parents and celebrant
- 10:30-11:00 Magic Show Papas Team
- 11:00-12:00 Games for Kids and Adult
- 12:00-1:00 Serving of Food/Open the Sweets Buffet & Photo Booth McDonalds
Tins Sweet

Papas Team
- 01:00-1:20 Puppet Show Papas Team
- 01:20-1:40 Bubble Show Papas Team
- 01:40-2:00 Games Host

(Charade whispers, Longest Happy Birthday and more)
- 02:00 pm Closing Prayer and Speech Celebrant

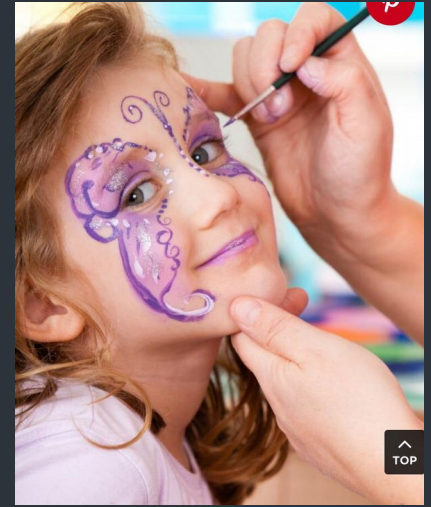


You are invited to
**Emily's 5th
Birthday Party**
**PRINCESSES &
SUPERHEROES**

Tudor Park Community Centre
Slough, SL2 1NP

Saturday 12th September
12:00pm - 2:00pm

RSVP: Claire - 077881234578





Party Package



Php 2,000.00

PARTY FEE INCLUSIONS:

- Party Room
- Full Hosting
- Games
- 30 Prizes
- 1 Gift for the Celebrant
- 30 Themed Giveaways
- 1 Free McDonaldland Character Appearance




SAMPLE PARTY DISPLAY



PARTY BACKDROP

AMBIENCE BANNER

PARTY BALLOONS

PARTY TRAYTABLE



Food Packages

Food Mix 1 (P125.00)

Best for adults

McSpaghetti
Regular Drink
Sundae
Fries



Food Mix 2 (P195.00)

Best for adults

1-pc Chicken McDo
with McSpaghetti
Regular Drink
Sundae
Fries



Food Mix 3 (P131.00)

Best for kids

McSpaghetti
Regular Drink
Sundae
1 Happy Meal toy



Food Mix 4 (P208.00)

Best for kids

1-pc. Chicken McDo
w/ McSpaghetti
Regular Drink
Sundae
1 Happy Meal toy



smart
parenting

Party Planning



Contract Signing to Client	1 April 2021
Planning and preparations	April 06 – April 20, 2021
Meeting with Suppliers	March 30, 2021
Contract signing to Suppliers	April 5, 2021
Checking of Venue	April 24, 2021
Final meeting with the Client	April 28, 2021
Final Meeting with Working Committees	April 29, 2021

Risk and Discrepancies and Proposed Solutions

Possible Risk	Cause	Contingency Plan
Running Out of Food	Large Number of Unexpected Guest	Inform the food supplier in advance. / Use the Contingency Fund
Traffic	Emergency/Road Accidents	Advice the guest to come early in the venue especially for those who are far from the venue.



FAB EVENTS BY EL

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Food

Venue

Decorations



STAGE

BUFFET

DESSERT
BUFFET

FIRE
EXIT

PHOTO
BOOTH

FACE
PAINTING

PICNIC
AREA

PICNIC AREA

DIY
Costumes

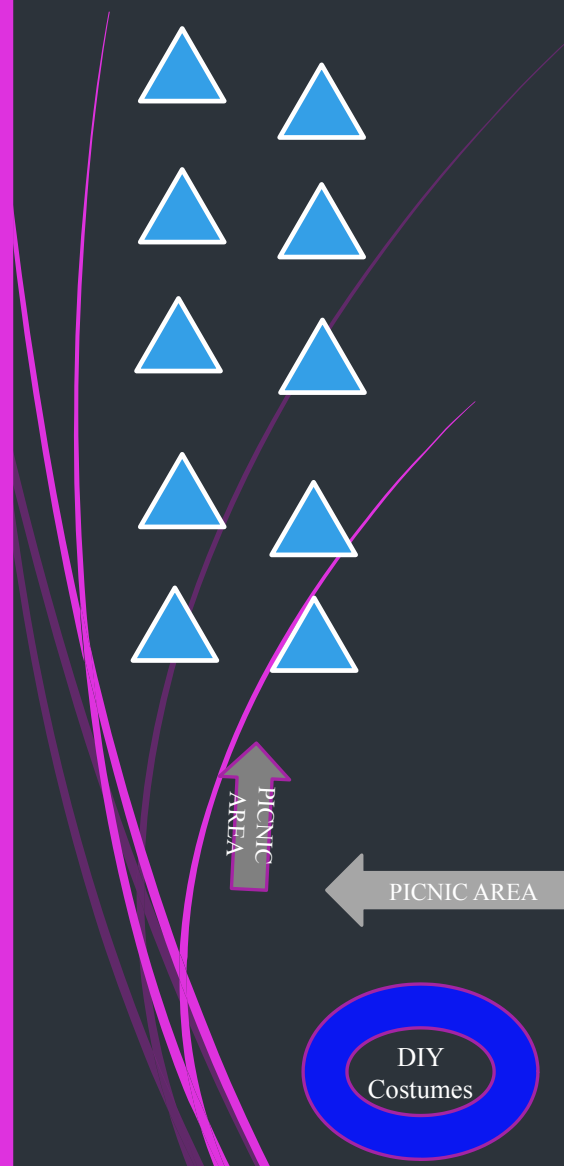
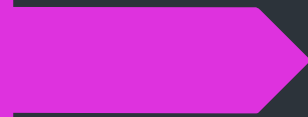
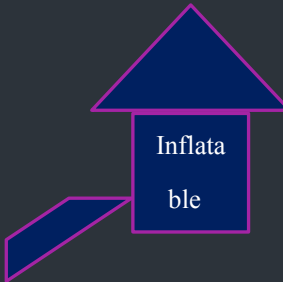
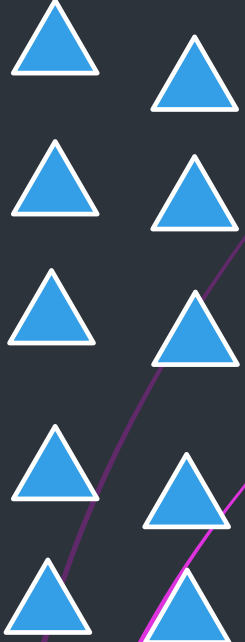
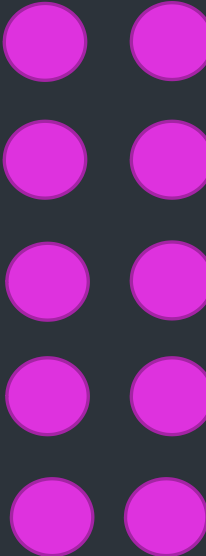
ENTRANCE

SAFETY
MEASURES

Inflatable

● 4 Seats Table

▲ Tent (for one person only)





FAB EVENTS BY EL

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Thank You

Valmonte Street, San Lorenzo, Gapan City, Nueva Ecija

Contact number: 0915-855-1607