

# INVOICE

**Invoice #** INV3417

**Issued** 10/05/2018

**Contact** Christine Cosby/Tony Wilson-Browder

**Phone Number** 9502)472-0528, (502) 919-5240

**Email** ccosby@simmonscollegeky.edu, tlwb1@hotmail.com

**Event** St Stephens Gala 2018

**Event Date** 10/26/2018 - 10/26/2018

**Venue** St Stephens Gym

**Notes** 550 guests- have inspiration pics



Millennium Events

3104 Preston Hwy

Louisville, KY 40213

502.618.2525

Designer: BJ

[bj@milleventsky.com](mailto:bj@milleventsky.com)

## Bill To

St Stephens Baptist Church

PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
Tables	55 @ 12.00 - 55 72" round tables	55	\$5.00	\$275.00
Linens	46 @ 25.00 - specialty floor length linen for all guest tables- gold velvet (11), persimmon crushed (11), magenta flutter (8), plum flat rose (8), dark fuchsia shantung (8)	46	\$5.00	\$230.00
VIP Linens	9 @ 25.00 - VIP linens - gold/ivory eclipse jacquard	9	\$5.00	\$45.00
Centerpieces- guest	46 @ 45.00 - centerpieces to be decided	46	\$20.00	\$920.00
Centerpieces- VIP	9 @ 55.00 - TBD	9	\$30.00	\$270.00
Napkins	550 @ 1.00 - 460 champagne, 90 gold	550	\$0.25	\$137.50
Stage	1 @ 1500.00 - across entire wall behind stage decorative draping w/u lights	1	\$350.00	\$350.00
Uplighting	1 @ 500.00 - up lighting around the main room	1	\$100.00	\$100.00
Draping	1 @ 750.00 - drape end wall for caterer access to outside and work area inside building (add drape to cover 2 basket ball goals N/C)	1	\$250.00	\$250.00
DJ stage	1 @ 300.00 - decorative draping behind dj stand	1	\$100.00	\$100.00
Dance Floor	1 @ 750.00 - Dance floor	1	\$200.00	\$200.00

PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
CAFE	1 @ 400.00 - don't want it to look like a cafe!!! draping and hedge walls	1	\$100.00	\$100.00
ENTRANCE	2 @ 75.00 - inside lobby- two fabric panels with St Stephens logo in center	2	\$20.00	\$40.00
DONATION	donation by Millennium Events	1	\$-1,500.00	\$-1,500.00
Table Numbers	55 @ 3.00 - light up table numbers	55	\$1.00	\$55.00
Ceiling drape	1 @ 3750.00 - ceiling drape in both gyms	1	\$750.00	\$750.00
Labor	1 @ 1400.00 - delivery, set up and pick up	1	\$1,400.00	\$1,400.00
Tent	1 @ 750.00 - entrance tent from street to front doors 20 x 40	1	\$200.00	\$200.00
Carpet	1 @ 1250.00 - red carpet to both entrances under tent with short hedge walls between	1	\$500.00	\$500.00
Additional drape	1 @ 200.00 - drape for your poles-	1	\$50.00	\$50.00
Additional pipe and drape	1 @ 400.00 - additional pipe and drape	1	\$100.00	\$100.00
Drape poles	1 @ 100.00 - drape center poles	1	\$30.00	\$30.00
Red Carpet	1 @ 250.00 - red carpet for lobby	1	\$100.00	\$100.00
Red carpet	1 @ 100.00 - red carpet for sanctuary	1	\$50.00	\$50.00
Arrangements	1 @ 150.00 - arrangements for alter	1	\$50.00	\$50.00
Event Production		1	\$11,712.50	\$11,712.50
			SUBTOTAL	\$16,515.00
			TOTAL	\$16,515.00
			PAID	\$16,515.00
			BALANCE	\$0.00