

Evidence Description – Contract, Vendor Pricing Proposals, and Bruce Convention Center BEO (Privacy Protected & Early-Stage Planning Documentation)

This evidence includes the initial wedding contract, multiple vendor pricing proposals, and early-stage communication with the **Bruce Convention Center** for an event coordinated through **L & S Elegant Weddings**, where I am listed in the contract as the event coordinator. The client's name has been intentionally omitted to protect privacy, but the documentation clearly shows my role and responsibilities in the planning process.

These materials represent the **beginning stages of event development**, as reflected in the Bruce Convention Center emails, which outline the next steps in the planning timeline. These steps include scheduling the tasting, staging the room, reviewing the layout map, and confirming logistical details. During this stage, the bride was present with me as the planner and the venue manager, and we began coordinating multiple scheduling meetings with both the bride and groom, as well as the event site, to organize the upcoming steps. This early correspondence demonstrates how quantitative information is used from the beginning of the planning process to guide decisions and build an accurate, data-driven event budget.

The **wedding contract** outlines the financial framework for the event, including installment payments, percentage-based discounts, and timeline-driven payment requirements. Managing these elements requires calculating installment amounts, forecasting payment schedules, and reconciling deposits with remaining balances. Although specific client totals are omitted for privacy, the structure of the contract demonstrates my ability to interpret financial terms and apply mathematical reasoning to real-world planning.

As part of my role, **L & S Elegant Weddings consistently negotiates with vendors on behalf of clients** to secure the most cost-effective pricing. This is demonstrated in the contract and supporting documents, where the Bruce Convention Center applied a **15% loyalty discount** because of my ongoing professional relationship with the venue and my history of booking multiple clients there. This discount is passed directly to the client, and calculating its impact requires applying percentage-based reductions to the venue's base pricing and adjusting the overall event budget accordingly. This negotiation process reflects my ability to interpret vendor pricing, apply percentage calculations, and incorporate discounts into the final cost structure.

I have also included **several vendor pricing proposals** that I obtained for the client. These proposals represent the options I researched and presented so clients can compare services and make informed decisions. Reviewing these proposals required analyzing line-item pricing, comparing multiple price structures, calculating percentage-based fees, and determining which options best aligned with the client's budget. This process demonstrates my ability to interpret numerical data, evaluate alternatives, and integrate multiple financial sources into a unified event budget.

The **Bruce Convention Center BEO** provides detailed numerical information used to build the event's financial plan, including room rental fees, equipment charges, décor costs, service percentages, and tax calculations. These figures form the foundation of the event budget and require multi-step quantitative reasoning to interpret and apply. Even without listing specific amounts, the BEO demonstrates my ability to analyze line-item pricing, apply percentage-based service fees, calculate taxes, and incorporate these figures into the overall event plan.

Planning for a large guest count (300) required proportional supply calculations, capacity planning, and resource allocation for décor, seating, and staffing. I used numerical data to determine quantities of linens, centerpieces, table settings, and food service needs. Integrating additional vendor proposals such as specialty rentals and décor enhancements, required comparing multiple price structures and selecting cost-effective options that meet the client's expectations.

Collectively, this evidence demonstrates my ability to analyze numerical data, manage budgets, evaluate vendor pricing, interpret contracts, negotiate discounts, and make quantitative decisions essential to event operations. These skills directly align with Math 1010 learning outcomes, including proportional reasoning, cost analysis, budgeting, data interpretation, and applied mathematical decision-making in real-world contexts.

Math 1010 Learning Outcome Alignment

The quantitative responsibilities demonstrated in this documentation align directly with the learning outcomes of **Math 1010: Math for Society**. The work required interpreting numerical information, applying percentage-based fees, organizing installment schedules, and reconciling deposits with remaining balances. These tasks reflect the use of mathematical reasoning to solve real-world financial problems.

Building the event budget required analyzing line-item pricing, evaluating vendor costs, and integrating multiple financial sources into a unified plan. This demonstrates cost analysis, proportional reasoning, and the ability to compare numerical data to support decision-making.

Planning for a large guest count required estimation, measurement, and resource allocation based on quantitative data. Determining quantities for seating, décor, food service, and staffing required proportional reasoning and multi-step calculations. Reviewing vendor proposals, applying negotiated discounts, and comparing price structures further demonstrates the ability to interpret and analyze quantitative information from multiple sources.

These tasks collectively demonstrate mastery of Math 1010 competencies, including interpreting numerical data, applying mathematical reasoning to real-world decisions, and using quantitative information to support planning, budgeting, and problem-solving in a professional context.

Sara Knowles

From:sknowles@the-bruce.com

To:ine1971@hotmail.com,mikewright365@hotmail.com

Cc: Sharon Edwards

Fri, Nov 14, 2025 at 11:33 AM

Hello All.

Here is pricing, adding some of the things we talked about when you came in. This BEO also shows your deposit paid.

This does not have any food pricing I am including our current menu, however zi suggest we wait till after new years because we are dropping a new menu with better pricing. Please let me know if you see any changes needed. after the new year we can work on the menu & floor plan.

Sara Knowles

Account Executive

The Bruce

303 Conference Center Drive

Hopkinsville, Ky 42240

270-839-2599 Cell: Text/Call

270-707-7000 Office

sknowles@the-bruce.com

<http://www.bruceconventioncenter.com/>



ORGANIZATION: Sharon Edwards wedding	Day of Week Saturday	DATE: 9/5/2026	TIME: 9a-midnight	NO. OF GUESTS 300
FUNCTION: Wedding and /Reception		ADDRESS: [REDACTED] Sharon Edwards<esked01@aol.com>		
ON-SITE CONTACT: Sharon Edwards coord		2ND CONTACT: [REDACTED]		
Event Sales Representative Sara Knowles		931-2204287-Sharon 1-615-972-7077-bride		

ROOM RENTAL, SETUP, TIME, & LOCATION			
Exhibit A-C 1400.00	\$4,200.00		
Board room & Terrace room for dressing room			
	\$ -		
	\$ -	Room Ready@	TBD
	\$ -	Guests Arrive@	wedding 5p TBD
loyalty discount 15%	\$630.00	Bar Ready@	TBD
Room Rental:	\$ 3,570.00	Food Ready@	TBD

AUDIO/SCREENS AND PROJECTORS		EQUIPMENT	
They have DJ	\$ -	Staging 12 deep X 24 wide 150	\$ 150.00
They may need screens 100.00	\$ 100.00		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Rental Fee:	\$ 100.00	Rental Fee:	\$ 150.00

DÉCOR		FEES/TOTALS		Deposits/Notes
Black cloths & napkins May do silver or royal blue runners		[REDACTED]	[REDACTED]	
colors Black, Silver & royal blue TBD		[REDACTED]	[REDACTED]	
		[REDACTED]	[REDACTED]	booked 10-22-25sk
Chair cover & ties 3.50 each (300)	\$ 1,050.00	[REDACTED]	[REDACTED]	sent pricing 11-14-25 sk
hang & remove Sheer draped around air walls	\$ 450.00	[REDACTED]	[REDACTED]	
ny bruce table decorations 10.00 per table	\$ -	[REDACTED]	[REDACTED]	
runners 2.00 each if needed	\$ -	[REDACTED]	[REDACTED]	
overlays 4.00 each if needed	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
	\$ -	[REDACTED]	[REDACTED]	
Rental Fee:	\$ 1,500.00	[REDACTED]	[REDACTED]	
		LESS PAID DEPOSIT:	\$ 1,838.55	
		TOTAL BALANCE DUE:	\$ 5,486.00	

THIS IS NOT AN INVOICE - FOR INFORMATIONAL PURPOSES ONLY

from:planandtravel@yahoo.com
To:esked01@aol.com

Mon, Feb 16 at 9:53 PM
Sharon,

Please see the attached proposal for the rental agreement.

Latisha Proctor
931-802-1636
planandtravel@yahoo.com

Rental Proposal & Agreement

Prepared by: Plan and Travel Events

[REDACTED]

Event Date: [REDACTED]

Event Location: Bruce Convention Center

Setup Time: TBS (To Be Scheduled)

Rental Items & Pricing

Throne Chair Rental

- Two (2) Queen Throne Chairs
- Color: White with Silver Lining
- Rental Fee: **\$500.00**

Marquee Letter Rental

- 4ft Tall Marquee Letters

[REDACTED] Phrase: [REDACTED]

- Total Letters: 12
 - Rental Fee: **\$780.00**
-

Delivery, Setup & Breakdown

Includes delivery, professional setup, and breakdown after the event.

Delivery Fee: **\$200.00**

Total Investment

Throne Chairs: \$500.00

Marquee Letters: \$780.00

Delivery, Setup & Breakdown: \$200.00

TOTAL RENTAL COST: \$1,480.00

Payment Schedule

- **\$250.00 non-refundable deposit** required to secure your event date.
 - **50% of remaining balance due 45 days prior to the event.**
 - **Final remaining balance due 7 days before the event date.**
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Setup Requirements

Client agrees that the designated setup area must be **clean, cleared, and ready prior to arrival.**

Delays due to an unprepared setup space may result in additional fees.

Care & Responsibility

Client is responsible for all rental items during the rental period.

Any damage, loss, or excessive cleaning required will result in additional charges.

Cancellation Policy

Deposit is non-refundable. Cancellation within 45 days of the event may result in additional charges up to the full rental amount.

Agreement

By signing below, the client agrees to the terms and conditions of this rental agreement.

Client Name: [REDACTED]
Signature: _____
Date: _____

Client Name: [REDACTED]
Signature: _____
Date: _____

Company Representative: _____
Signature: _____
Date: _____



Big Fish Entertainment Price List

All packages include setup and breakdown. We will arrive 1.5 hours early for set-up and mic checks.

Free initial consultation to discuss your reception vision. **Final planning meeting** 4–6 weeks before your event.

Bronze Package \$675.00

Includes:

- One DJ
- Up to 4 hours of continuous music: 200 guests
- Custom playlist
- Professional speakers & setup (Professional Booth)
- Dance-floor lighting
- (One) Wireless microphone

Silver Package \$800.00

Includes:

- One DJ
- Up to 5 hours of continuous music: 200 guests
- Custom playlist
- Professional speakers & setup (Professional Booth)
- Dance-floor lighting
- (One) Wireless microphone

***Additional uplighting, karaoke, and party bus packages are available upon request.**

GOLD PACKAGE \$975.00

Includes:

- One DJ
- Up to 5 hours of continuous music: 300 guests
- Custom playlist
- Professional speakers & setup (Professional Booth)
- 10 up lights for the room
- Dance-floor lighting
- (Two) Wireless microphones

Platinum PACKAGE
\$1,275.00

Includes:

- One DJ
- Up to 5 hours of continuous music: 300 guests
- Custom playlist
- Professional speakers & setup (Professional Booth)
- 20 up lights for the room
- Dance-floor lighting
- (Two) Wireless microphones
- Smoke: Fog Machine

Contact: (931) 216-2338

Between L & S Elegant Weddings & Occasion Designers and [REDACTED]
[REDACTED]

1. Parties

This Wedding Services Agreement (“Agreement”) is entered into by and between:

L & S Elegant Weddings & Occasion Designers (“Planner”) and [REDACTED]
[REDACTED]

Collectively, these parties shall be referred to as “the Parties.”

2. Event Details

- Event Type: **Rehearsal, Wedding Ceremony & Reception**
[REDACTED] Wedding Date: [REDACTED]
- Venue: **James E. Bruce Convention Center, 303 Conference Center Dr.,
Hopkinsville, KY 42240**
[REDACTED] Event Time: [REDACTED]

3. Rehearsal Coordination

A rehearsal will be scheduled **the night before the wedding**, if the venue is available, or **Saturday morning**, depending on venue availability.

- **Rehearsal Date:** To be confirmed
- **Rehearsal Time:** To be discussed and mutually agreed upon. The Planner will coordinate the rehearsal and guide the wedding party through the ceremony flow, entrances, and timing.

4. Scope of Services

The Planner agrees to provide comprehensive wedding planning, coordination, and design services, including:

A. Full-Service Planning

- Support from the date this Agreement is signed until the completion of the wedding day
- Communication with all approved vendors
- Assistance with scheduling bridal appointments (dress fittings, cake tastings, décor consultations, etc.)
- Vendor confirmations and timeline creation
- Coordination of ceremony and reception logistics

B. Ceremony Management

- Guiding the ceremony processional and recessional
- Working with the Clients' chosen hostess or host
- Assisting with hiring or coordinating desk coordinators and ushers
- Ensuring guests are seated according to the Clients' instructions

C. Décor & Event Styling

- Providing a decorating team to style and decorate the event site
- Supplying and designing **30 centerpieces** for reception tables
- Overseeing table décor and layout
- Ensuring décor aligns with the Client's selected theme

D. Venue-Provided Items

The Clients acknowledge that the following items are included in the **Bruce Convention Center contract** and are **not** the responsibility of the Planner:

- Chair covers
- Sheer chair sashes
- Tablecloths
- Napkins
- Runners

The Planner will coordinate with the venue to ensure these items are placed according to the décor plan.

5. Floral Responsibilities

A. Silk Florals Provided by Planner

The Planner will design and coordinate all **bridal-party florals**, which will be created using **silk flowers**, including:

- Silk bouquets for the bridal party
- Silk boutonnieres for the men
- Two silk bouquets for the bride:
 - One silk bouquet for the bride to **keep**
 - One silk bouquet for the **bouquet toss**

B. Fresh-Flower Responsibilities (Bride)

The bride will carry a **fresh-flower bridal bouquet**, which will be created in partnership with a florist selected from the Planner's approved vendor list. **All costs associated with fresh**

flowers—including the bride’s bouquet and any additional fresh-flower items—are the sole responsibility of the bride.

The Planner will coordinate with the florist to ensure the fresh-flower design aligns with the overall wedding aesthetic.

6. Service Package Value & Discount

The Clients acknowledge that the full value of the comprehensive wedding planning, coordination, décor, and floral services provided by the Planner is:

Original Package Value: ██████████

As a professional courtesy, the Planner has extended a discounted rate, reducing the total cost to:

Final Contracted Price: ██████████

Total Savings: ██████████

This discounted rate includes all services outlined in this Agreement.

7. Payment Terms & Schedule

A. Non-Refundable Deposit

A **non-refundable deposit of \$2,500.00** is required to secure the wedding date and reserve the Planner’s services. This deposit is non-refundable because the Planner must block the date, decline other business opportunities, and begin preliminary planning work immediately.

B. Deposit Installment Plan

All payments made toward the deposit shall be submitted by check and made payable to:

L & S Elegant Weddings and Occasion Designers

The \$2,500 deposit may be paid for in **four (4) installments of \$500.00 each**, as follows:

- \$1000.00 due at contract signing
- \$500.00 due four (4) months before the wedding date
- \$500.00 due three (3) months before the wedding date
- \$500.00 due two (2) months before the wedding date

C. Final Payment

The remaining balance of the contracted price must be paid **in full no later than forty-five (45) days before the wedding date.**

D. Rescheduling Policy

If an emergency requires the wedding to be **rescheduled**, the non-refundable deposit will be **transferred to the new date**, provided the Planner is available. If the Clients cancel the wedding entirely, the deposit remains non-refundable.

8. Liability

The Planner is not responsible for:

- Vendor performance or non-performance (each vendor will have their own individual contract, and all responsibilities, terms, and obligations for that vendor will be governed by that separate agreement).
- Weather-related issues
- Venue restrictions
- Guest behavior or damage
- Acts of nature or unforeseen circumstances

Clients agree to hold the Planner harmless from any claims arising from the event.

9. Amendments

Any changes or additions to this Agreement must be made in writing and signed by both Parties.

Amendments

This section is intentionally reserved for any future amendments to this Agreement. All amendments must be written below, dated, and signed by both Parties to be valid and enforceable. **If there are any additional details or terms not included in this Agreement, the Clients may write them in the space below for review and mutual approval.**

Amendments (If Any):

Date of Amendment: _____

Planner Signature: _____

