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POWERS OREGON C O M P A N Y

BEST WEDDING PHOTOGRAPHY STUDIO IN PORTLAND
– 2009 Oregon Bride Magazine

Welcome!

Thank you for your interest in my company!

Please give us a call if you come up with any questions. I understand how important your photography decision is and want to assist in any way that I can.

We make sure we are the best company for you; I spent many years trying to develop a way to help insure you love your wedding photographs – our matching method has greatly improved the process! While most studios show you beautiful work, we go a step further by using a statistical and a scientific process. This is just one of many things that separate us from our competition.

Please take a moment to browse through this information and be sure to check out our website. These tools will help you make a better wedding photography decision. Remember, we now offer a very exciting rewards program that can really help to bring down the cost of your wedding photography.

On 7/1 we unveiled our new HD motion picture product line; these services are a great alternative to traditional videography. Check them out on our website.

Thanks again!

Benjamin J. Powers
sarah@powersoregon.com
Sarah's Mobile: 503-860-0284
www.PowersStudios.com



The First Meeting

Selecting a Artist

Follow steps 2 through 4 on the 'before your wedding' checklist.

Hold Your Day / Photography Agreement

Fill out this document to hold your day without a deposit!

Welcome Info E-mail

This e-mail will guide you through the planning process.

Photographer Contacts You / Meet with your Photographer

Powers Photography Studios

BEST PHOTOGRAPHY STUDIO IN PORTLAND - Oregon Bride Magazine's Best of 2009!

Select the Needed Time
Unlimited Style of Shooting
RAW Methods & Individual Image Editing
DVD of Edited High Res. Files & Copyrights
 Online Viewing (option to post guest images)
 500 Rewards Points (for albums, wall prints)
 60 Min. Session with DVD
 2 Artist Team
 4x6, 5x7 and 8x10 Reprints (details below)

4 hours	\$2695
5 hours	\$2895
6 hours	\$3095
7 hours	\$3295
8 hours	\$3495
9 hours	\$3695
full day (12 hrs max)	\$3995

remove engagement session	save \$200	CUSTOMIZATION OPTIONS / NOTES
remove 2nd photographer	save \$200	
add family & guest editing	add \$295	
add a Platinum Club membership	add \$595	
72 hour booking incentive: 500 Extra Rewards Points		

- You can change your package
- Defer up to 50% of your balance
- \$500 deposit; refundable for 30-days
- Custom Wedding Albums, \$0 to \$745/\$995

CUSTOM WEDDING PACKAGES
 In the end we custom design every package to specifically meet your service and budget needs.

\$500
 in free reprints

When you order your wedding album within 30 days of your images going online we will give you \$500 to spend on custom reprints and wall prints!

VARIOUS ARCHIVAL PRINTS

Take some time and count up the number of very high end 4x6, 5x7 and 8x10 prints you think you might want from your wedding images (within reason) and be sure to ask for them on your agreement - they are our gift to you!

PLATNUM CLUB MEMBERSHIP

Join our PLATNUM CLUB and save big! Discounts and benefits include 50% off of all products, no deposit needed on your wedding photography package, free family photo sessions for five years & more! Visit the rewards section of our website for more info.

FAMILY & FRIEND EDITING

Upload images from your wedding (family & friends) to our FTP server and we will meticulously edit them and include them on a DVD as part of your Powers Studios custom image set!



MOVING
PICTURE
WEDDINGS

SPECIAL INVITATION OFFER!

Powers has teamed up with an amazing motion picture company to offer you the latest in cutting edge motion picture and video products! Using new camera technology Moving Picture Weddings is pushing the creative limits even farther!

Short Films: \$995

- 4 hours of coverage
- Unlimited number of short films
- Specialize motion picture artist
- .mov/.avi files of all films on Blu-Ray
- Single motion picture of all films

Wedding Day Photo Fusion: \$1295

(requires about 50 images)

- 4 hours of coverage
- Unlimited number of films
- Specialize motion picture artist
- .mov/.avi files of all films on Blu-Ray
- Fusion film on Blu-Ray

Engagement Session Photo Fusion: \$395

(requires about 25 images)

- 1 hour of coverage
- Unlimited number of films
- Specialize motion picture artist
- .mov/.avi files of all films on DVD
- Fusion film on Blu-Ray

Complete Photo Fusion SPECIAL!: \$1595

This package includes both the Wedding Day Photo Fusion and Eng. Session Photo Fusion packages above, or 4 hours of Full Service Video Production along with an Apple TV fully loaded with all final films!

Additional Options:

DVD copies with case - \$50 - iPhone version of product - \$50 - 'Online Film Gallery' - \$195
Apple TV loaded with all films & wedding images (if using Powers Studios) - \$395

Travel rates are available upon request.

PARTNER VENDOR TEAM

I have personally hand selected each company on this list. These businesses not only provide excellent service, but are owned and operated by down to Earth and friendly people. Our preferred and partner vendors will put your concerns first and help you plan and design the perfect wedding day.

WEDDING PLANNING

Bridal Bliss Consultation Group***
Contact: Nora @ 503-804-4901
www.BridalBliss.com

Another Perfect Production
Contact Jules at 503-675-2588
jules@anotherperfectproduction.com

DJ & MUSIC

Paradox Productions***
Contact Justin Babbitt @ 360-921-8578
\$100 off coupon! Promo Code: 'powers'

FLORISTS

Flowers for You by Kay
kay@flowerspdx.com
Contact Kay @ 503-318-6677

Lisa Swartout***
Bella Bloom Florals
www.bellabloomflorals.com
503-708-2266 - Free Bridesmaid Bouquet!

Flowers by MaryBeth Bartel
Contact Mary Beth @ 503-203-8652

CATERING

Viki Dyrdaahl
Contact Viki @ 503-703-5488

Eric Youl***
Contact Eric @ 503-309-3507

BAKER / CAKES

Cake Couture by Urban Perks
Contact Melanie @ 503-435-9339
www.CakeCouture-byurbanperks.com

Sweet Cakes
Contact Melissa @ 503-254-2253

HAIR, MAKEUP and MASSAGE

Lavish Salon and Spa
Contact Katrinna @ 503-639-5305

Shana Thurston***
Contact Shana @ 503-939-0501
shanalee@att.blackberry.net

VIDEO SERVICES

Ten Bridges Video
Contact Jerry 503-481-2543

Moving Picture Weddings***
Contact Marc @ 503-478-0997

PHOTOGRAPHY SERVICES

Powers Photography Studios***
Contact Erin or Sarah @ 503-478-0997

HOTELS AND LODGING

Paramount Hotel
Contact Toni @ 503-223-9900
tchandler@portlandparamount.com

Hotel Vintage Plaza***
Contact Heather @ 503-412-6313
Heather.Seethoff@Kimptonhotels.com
STAY IN THE "Aileron Hill Vineyard" SUITE!

TRANSPORTATION

Lucky Limousine***
Contact @ 503-254-0010

OFFICIANTS

Another Perfect Wedding
Contact Dallas @ 503-830-3650
dallas1031@comcast.net

Ron Thomason***
503.537.3087- office
Officiant / Marriage Counseling

WINE SERVICES

Aileron Hill Vineyard***
Contact Ben @ 503-478-0997

Vista Hills Vineyard
Contact Dave @

OTHER

The Wedding Cottage
Contact Melissa @ 503-643-9730
melissa@theweddingcottage.net

POWERS OREGON

C O M P A N Y

THE WEST END THEATER - guest count - about 200; event time - 8 hours nearly anytime. corporate/private events are limited to 4 hours; save 20%.

Provided by The West End Theater

event planning assistance, event day assistance
tables, chairs, linens, flatware (see below)
use multimedia system and web cam
rehearsal time (60 minutes)
Powers Photography Studios discount

Great Features of this Venue

friends and family who can't make it can watch online
you can bring in outside beer and wine
your name and date on the marquee
convenient downtown location
very flexible end times

SATURDAY (5/1 to 10/31)	_____	\$3495	
FRIDAY/SUNDAY OPTIONS	_____	\$3145.50	subtract 10%
ALL SATURDAYS (11/1 to 4/30)	_____	\$2446.50	subtract 30% if booking with Powers Studios
MONDAY to THURSDAY OPTIONS	_____	\$2796.00	subtract 20%
	_____	\$2097.00	subtract 40% if booking with Powers Studios

NOTES:

Alcohol: You can bring in outside beer. Our house wine is made by Aileron Hill Vineyard (\$10-\$22/bottle). You can also bring in outside wine by paying a fee of \$250 to cover our increased costs. Hard alcohol may be available upon request.

Catering: While you can bring in any caterer you wish, we strongly recommend using one of our partners! These companies are very familiar with our venue and can help insure your event runs smoothly! If you decide to bring in a non-partner company there is a \$250 service fee to cover our increased costs. Your caterer will set up and tear down your event and provide your food and beverage service and staffing.

Photography: Powers Photography Studios, our sister company, specializes in shooting weddings in our venues. Learn more at www.PowersStudios.com...voted 'Best Wedding Photographer in Portland 2009' by Oregon Bride Magazine! If you book with Powers we can give you a much higher discount on our site.

POWERS OREGON C O M P A N Y

in partnership with

Powers Photography Studios

The West End Theater (for your wedding & reception)
A Complete Buffet Dinner (see below for options)
Wedding Coordination (from Your Perfect Bridesmaid)
All Beer, Wine and Sparkling (Aileron Hill, a variety of beers)
All Labor, Tips & Gratuity (\$50 to every vendor in your name, 20% on food/bev)
Wedding Day Rentals (tables, chairs, dishware, linens)
5 Hour Photography Package (from Powers Photography Studios)
5 Hour DJ Package (from Paradox Productions)
\$750 Florist & \$750 Cake Credit (select from a variety of business)

The "DREAM TEAM" Complete Wedding Package: With simplicity and quality in mind, Powers has put together a team of wedding experts bringing you a nearly complete wedding day venue package at a great price!. **This package includes the following at nearly a 25% discount over retail!**

West End Details: Use of the beautiful West End Theater for up to 8 hours!

Catering Details: Choose one entrées, one hd, two sides, two platters, bread and butter, coffee, tea and punch! Includes all supplies and labor. See attached menu. Includes 8 hours of labor; additional labor billed separately.

Wedding Coordination: 30 hours of professional coordinator from a professional wedding planner! Additional time billed separately.

Beverage Details: Unlimited beer, wine and sparkling for five hours. Enjoy a selection of premium wines from Aileron Hill Vineyard, a number of beer options and a standard sparkling wine. Includes all supplies and labor.

Rentals: Includes your tables, chairs, linens, flatware, dishware, plate ware and cup ware.

Photography Details: Award winning photography from Powers Photography Studios. Top of the line five hour package including an unlimited number of images, meticulous editing of each image, ownership of all images in full resolution on a DVD set, an online account, 500 rewards points and your selection of reprints. Add time at \$200/hour.

DJ Details: Award Winning DJ Paradox for up to 5 hours. Includes lights. Add time at \$180/hour.

Florist & Cake: \$750 florist credit and \$750 cake credit with the vendor of your choice.

West End Theater	8 hour package	NOTES
Food Package	\$45/pp value (remove & save \$25/guest)	
Wedding Coordinator	\$2000 value	
Beverage Cost	\$18/guest (remove & save \$10/guest)	
Rentals	\$1000 value	
Powers Studios Package	\$2495 value (remove & save \$1500)	
DJ Paradox Package	\$995 value (remove & save \$500)	
Florist / Cake Credit	\$1500 value (remove & save \$375/\$375)	
TOTAL PACKGE COST:	\$10,000 (up to 50 guests)	
	\$50/per guest after 50	
TOTAL COST @ 50	\$10,000	
TOTAL COST @ 100	\$12,500	
TOTAL COST @ 150	\$15,000	
TOTAL COST @ 200	\$17,500	

Package Deposit is \$2500. You can REMOVE up to three services.

POWERS OREGON C O M P A N Y

in partnership with

Powers Photography Studios

The "DREAM TEAM" Complete Wedding Package

Venue:	The West End Theater
Participating Catering Companies:	Chef du Jour Catering (more options to come soon)
Participating Wedding Coordinator:	Jennifer with Paradox Productions
Beverage Details:	Chef du Jour
Rentals:	Willamette Event Supply
Photography:	Powers Photography Studios
Disc Jockey:	DJ Paradox
Florists:	Any Florist You Select!
Cake Options:	Any Bakery You Select!

TERMS: This product requires you to sign contracts with each vendor separately. Powers Oregon is simply making this process easy by pre negotiating discounts with each vendor based on our combined volume. Once you choose the CWP (complete wedding package) option on your West End Theater venue agreement you will be contacted to set up a meeting to sign your catering, DJ and wedding planner agreements. We will also give you a receipt that you can provide to each vendor as a proof of purchase.

Once you are a CWP client your wedding planner will work with each selected vendor to set up your account. Powers Oregon Company will pay, on your behalf, each vendor for their included service. Any requested enhancement of service will be billed directly to you by each vendor individually. You understand that Powers Oregon Company is in no way responsible for the acts of any of the above non-Powers vendors; it is up to you to research each company and makes sure that you are satisfied with their products and services. If at any time you decided against using a vendor within this product simply let your wedding planner know. Your invoice will be reduced by the 'opt out' discount for that specific service. You can NOT opt out of the venue, rentals or the wedding planner.

After selecting the CWP product you will have 30-days to change your mind and revert to a West End Theater and Powers Photography Studios package separately and NOT accept the CWP option. After 30-days you may opt out of up to three services but must remain within the CWP product as far as terms and rates are concerned.

Your \$2500 deposit is non-refundable under all circumstances. You have 60 days from the date on your West End Theater agreement to opt out of any vendor service. After that time we will, on your behalf, pay all deposits. Please work with each vendor directly as far as planning and product management are concerned.

Standard Hors d'oeuvres (select one)

Red Potato Cups

Roasted Baby Red Potato Cups with Crème Fraiche and Smoked Bacon- or - Wasabi Cream and Roe

Tomato Galettes Baked Puff Pastry Canapé with Basil Pesto and Tomato

Artichoke and Gorgonzola Galettes Puff Pastry Canapé with Artichoke Hearts, Gorgonzola and Herbs

Pecans and Cream Stuffed Mushrooms Toasted Pecans and Cream Cheese

Artichoke and Parmesan Stuffed Mushrooms Mix of Artichokes, Parmesan, Garlic and Herbs

Chorizo Stuffed Mushrooms Spicy Chorizo sausage and cheese

Bay Shrimp Stuffed Mushrooms Baked with a Delicate blend of Herbs and parmesan

Array of Mini Tartlets Blue Cheese and Bacon, Curried Onion, Peppers Provencal, Creamed Spinach, assorted Quiche

Chicken Skewers Fresh roasted chicken with choice of Teriyaki Glazed with Peanut Sauce, Honey BBQ or Lemon Herb

Beef Meatballs with Parmesan with Choice of BBQ Sauce or Marinara

Tomato and Leak Tatin with Lemon Pistou Puff Pastry with Lemon Basil Pesto and Sautéed Leeks

Garlic Hummus with Toasted Pita Wedges

Spanikopita Sauteed Spinach and Feta Cheese in Phillo Dough Triangles

Crispy Spring Rolls served with Sweet Chili Dipping Sauce

Quesadilla Chicken or Cheese with Salsa and Sour Cream

Shrimp Cocktail served With Horseradish Cocktail Sauce and Lemon

Standard Entrees (select onw)

Beef Tips in Red Wine Tender Lean Beef Braised in Red Wine and Served with Red Wine Reduction

Chicken Marbella Boneless Chicken Breast Baked in Brown Sugar and White Wine with Olives, Capers and Dried Fruit

Hazelnut Pork Hazelnut and Stone-Ground Mustard Crusted Pork

Lasagna choice of Cheese, Meat or White Chicken with Broccoli

Baked Penne with Spicy Red Pepper Cream, Grilled Chicken, Roasted Peppers and Mushrooms

Chicken Provencal Boneless Breast with tomatoes, Kalamata Olives and Herbes de Provence

Chicken Marsala Lightly Breaded Chicken Breast with Mushroom Marsala Wine Sauce

Roast Lamb Boneless Leg of Lamb with Fresh Thyme, Mint and Garlic. Served with Mint Sauce

Roast Pork with White Wine Apricot Sauce

Fajita Bar With Chicken or Beef, Sauteed Peppers and Onions, Tortillas, salsa and Sour Cream

Teriyaki Chicken or Beef Tender Slices of Meat Glazed with Our Teriyaki Sauce

Chicken Parmesan Chicken Breaded Chicken Breast with Mozzarella Cheese and Marinara Sauce

Coconut Curry Chicken Breast Slow Cooked with Hearts of Palm. Spicy Red or Mild Yellow

Grilled Chicken Caesar Classic Caesar with House Made Garlic Croutons and Fresh Parmesan

Mango Chicken Grilled Chicken With Mango Pineapple Salsa

Beef Brisket Fork Tender Beef Brisket in Honey Bourbon BBQ Sauce

Hunters Chicken Boneless Breast In spicy Marinara with Onions, Peppers, Peas and Carrots

Turkey Tetrazini Pasta with Peas, Green Onions, Mushrooms and Turkey in a Creamy Wine Sauce

Roast Turkey Breast Perfectly Seasoned Slow Cooked Turkey Breast with Gravy

Chicken or Beef Enchilada Pie Corn Tortillas Layered with Red and Green Enchilada Sauce and Cheese

Chicken Pasta Primavera Penne Pasta with Mixed Vegetables, Grilled Chicken in White Wine Sauce

Steak Pizzaiola Sliced Beef Braised in Tomato Sauce with Peppers and Onions

Wine Poached Salmon Fresh Salmon with a Delicate Berry Sauce Garnished with Fresh Berries

Pesto Chicken With Sun Dried Tomatoes and Fresh Basil in Pesto Cream

Kalua Pork Pulled Pork in Kalua BBQ Sauce

Herb Roasted Chicken Bone-In Chicken Quarters Seasoned to Perfection

Chicken Piccata Boneless Breast in Lemon Herb Caper Sauce

Mango Chicken Marinated and Grilled Chicken Breast Topped with Fresh Mango Salsa
Pomegranate Chicken Panko Breaded Chicken Breast with Caramelized Onions, Spiced Walnuts and spicy Pomegranate Glaze
Lemongrass Chicken Boneless Thigh Stir Fried with Lemongrass, Sweet Onions, Bok Choy, Cilantro and Carrots
London Broil Lean Sirloin Marinated in Red Wine and Served with a Rich Mushroom Demi-Glace
Beer Braised Beef Braised In Local Porter with Carrots, Onions and Herbs
Stuffed Pork Loin Stuffed with Dried Fruit and Bread with Apricot Glaze
Grilled Pork Loin With Port Wine Reduction Sauce

Platters and Baskets (select two)

Asian Vegetable Display Snow Peas, Baby Corn, Lotus Root, Julienne Jicama, Carved Radishes and Grilled Eggplant Served with Ginger Dipping Sauce
Cascading Fresh Fruit Display Fresh melons, Pineapple, Grapes and Seasonal Berries with Yogurt Dip
Cascading Fresh Vegetables Assortment of Seasonal Vegetables with Herb Dip
Antipasti Platter Grilled and marinated Vegetables, Olives, assorted Italian Meats and Chesses served with Sliced Baguette
Cheese on Granite Imported and Domestic Cheese Served with rustic Breads and Crackers
Grilled Vegetable Platter Marinated and Grilled Seasonal Vegetables served with Choice of Roasted Red Pepper Dip or Garlic Hummus
Albacore Tuna Nicoise Salad Baked Salmon dressed with Lemon and Oil, Green Beans, Olives, Boiled Potatoes, Tomatoes and Hard Boiled Egg

Salads and Sides (select two)

Cold Sides

Northwest Salad with Wine Poached Pears, Nuts and Blue Cheese Tossed in Hazelnut Vinaigrette
Caesar Salad Crisp Romaine Lettuce, Parmesan, Creamy Dressing and Garlic Croutons
Spinach Salad with Goat Cheese, Mandarin Orange and Nuts with Sesame Vinaigrette
Asian Noodle Salad Yakisoba Noodles seasoned with Ginger Rice Wine Vinegar Dressing
Baby Greens with Edible Flowers Colorful medley served with Ranch and Italian Dressings
Greek Salad Fresh Tomatoes, Cucumbers, Feta Cheese and Red Onions over Chopped Romaine Served with Creamy Lemon Vinaigrette
Chinese Greens Mandarin Orange, Crispy Won Tons, and Green Onion with Sesame Dressing
Red Potato Salad With Dill Boiled New Potatoes In a Sour Cream Dill Dressing
Greek Orzo Pasta Salad Salad with Olives, Red onion, Cucumber, Tomatoes and feta in Vinaigrette
Vegetable Rotini Pasta Salad Tri-Color Pasta with fresh Vegetables Tossed in Vinegar and Oil
Fresh Fruit Salad Mixed Melons, Pineapple, Grapes and Seasonal Berries
Pesto Pasta Salad Pasta Tossed In a creamy Pesto Dressing with Cherry Tomato and Fresh Mozzarella
Broccoli, Bacon and Cashew Salad Tossed in Creamy Bacon Vinaigrette
Cole Slaw Creamy Dressing with Hints of Celery
Thai Peanut Noodle Salad Flat Rice Noodles in a Spicy Peanut Dressing Garnished with Green Onions
Orange, Jicama and Red Onion Salad with Citrus Cilantro Dressing
Curried Rice Salad Currants, Raisins, Chopped Pecans and Red Grapes with a Mild Yellow Curry
Italian Pasta Salad with Salami and Olives
Quinoa Salad (vegan) Yellow Peppers, Raisins, Coconut and Toasted Pine Nuts
Smoked Salmon Pasta Salad Caramelized Onions, Roasted Garlic and Spinach
Roasted Vegetable Salad (vegan) Tossed in Balsamic Vinaigrette
Gorgonzola Pasta Salad Red and Yellow peppers and Gorgonzola

Hot Sides

Garlic Mashed Potatoes Roasted Garlic and Butter Cream Whipped Potatoes
Sautéed Seasonal Vegetables Seasoned With Fresh Herbs and Garlic
Spanish Rice Mildly Spiced With Tomatoes and Chili's
Artisan Rice Pilaf Medley Of Grains With Herbs and Butter
Wild Rice Pilaf With Sautéed Onions, Herbs and Olive Oil
Roasted New Potatoes with Garlic and Thyme
Steamed Jasmine Rice Simple But Wonderful

Vegetarian Fried Rice Wok Fried Medley of Vegetables and Rice With egg and Soy Sauce
Buttered Egg Noodles with Parsley Salt and Pepper
Potatoes Au Gratin Baked in a Rich Creamy Cheese Sauce Topped With Cheddar Cheese ???
Roasted Vegetable Medley Seasonal Mix of Vegetables, Marinated and Roasted with Herbs
Polenta Pie Layered With Roasted Peppers and Mozzarella Cheese
Vermicelli and Rice Browned Spaghetti steamed with Rice. Fantastic
Herb Rice Pilaf Medley Of Fresh Herbs, Garlic and Onions
Sautéed Green Beans With Red Peppers
Spring Pasta with White Wine Cream Sauce and Seasonal Vegetables

Additional Included Items

Bread & Butter
Coffee, Tea and Punch
Cake Cutting
8 Hours of Labor
Gratuity

POWERS OREGON C O M P A N Y

VISTA HILLS VINEYARD - guest count - about 200; event time - 3 hours prior to wedding up to 11pm.

Provided by Vista Hills Vineyard

- event planning assistance, event day assistance
- tables, chairs, linens, flatware (see below)
- use web cam
- rehearsal time (60 minutes)
- Powers Photography Studios discount

Great Features of this Venue

- friends and family who can't make it can watch online
- beer and wine service from Vista at reasonable rates
- no beverage minimums
- destination wedding atmosphere
- easy guest shuttle options

SATURDAY	_____ \$5495	
FRIDAY/SUNDAY OPTIONS	_____ \$4945.50	subtract 10%
	_____ \$3846.50	subtract 30% if booking with Powers Studios
MONDAY to THURSDAY OPTIONS ALL DATES (11/1 to 5/30)	_____ \$4396.00	subtract 20%
	_____ \$3297.00	subtract 40% if booking with Powers Studios

NOTES:

Alcohol: All beer and wine is provided by Vista Hills Vineyard at very reasonable rates.

Catering: While you can bring in any caterer you wish, we strongly recommend using one of our partners! These companies are very familiar with our venue and can help insure your event runs smoothly! If you decide to bring in a non-partner company there is a \$250 service fee to cover our increased costs. Your caterer will set up and tear down your event and provide your food and beverage service and staffing.

Photography: Powers Photography Studios, our sister company, specializes in shooting weddings in our venues. Learn more at www.PowersStudios.com...voted 'Best Wedding Photographer in Portland 2009' by Oregon Bride Magazine! If you book with Powers we can give you a much higher discount on our site.

POWERS OREGON C O M P A N Y

METHVEN FAMILY VINEYARD - guest count - about 300; event time - 3 hours prior to wedding up to 11pm.

Provided by Methven Family Vineyard

- event planning assistance, event day assistance
- tables, chairs, linens, flatware (see below)
- rehearsal time (60 minutes)
- Powers Photography Studios discount

Great Features of this Venue

- large flat space with spectacular views of Mt. Hood!
- wine service from Methven at reasonable rates
- no beverage minimums
- bring in your own beer
- destination wedding atmosphere
- easy guest shuttle options

SATURDAY	_____	\$2995	
FRIDAY/SUNDAY OPTIONS	_____	\$2695.50	subtract 10%
	_____	\$2096.50	subtract 30% if booking with Powers Studios
MONDAY to THURSDAY OPTIONS	_____	\$2396.00	subtract 20%
	_____	\$1797.00	subtract 40% if booking with Powers Studios

NOTES:

Alcohol: All wine is provided by Methven Family Vineyard at very reasonable rates.

Catering: While you can bring in any caterer you wish, we strongly recommend using one of our partners! These companies are very familiar with our venue and can help insure your event runs smoothly! If you decide to bring in a non-partner company there is a \$250 service fee to cover our increased costs. Your caterer will set up and tear down your event and provide your food and beverage service and staffing.

Photography: Powers Photography Studios, our sister company, specializes in shooting weddings in our venues. Learn more at www.PowersStudios.com...voted 'Best Wedding Photographer in Portland 2009' by Oregon Bride Magazine! If you book with Powers we can give you a much higher discount on our site.

POWERS OREGON C O M P A N Y

AILERON HILL VINEYARD - guest count - 100 or less; event time - 3 hours prior to wedding up to 9pm.

Provided by Aileron Hill Vineyard

event planning assistance, event day assistance
tables, chairs, linens, flatware (see below)
rehearsal time (60 minutes)
Powers Photography Studios discount

Great Features of this Venue

private hilltop vineyard with a very relaxed atmosphere
wine provided by Aileron Hill Vineyard
no beverage minimums
bring in your own beer
destination wedding atmosphere
easy guest shuttle options

ALL DATES

_____ \$1995

NOTES:

Alcohol: All wine is provided by Aileron Hill Vineyard at very reasonable rates; outside beer ok.

Catering: While you can bring in any caterer you wish, we strongly recommend using one of our partners! These companies are very familiar with our venue and can help insure your event runs smoothly! If you decide to bring in a non-partner company there is a \$250 service fee to cover our increased costs. Your caterer will set up and tear down your event and provide your food and beverage service and staffing.

Photography: Powers Photography Studios, our sister company, specializes in shooting weddings in our venues. Learn more at www.PowersStudios.com...voted 'Best Wedding Photographer in Portland 2009' by Oregon Bride Magazine! If you book with Powers we can give you a much higher discount on our site.

WEST END THEATER CATERING & BEVERAGE WORKSHEET

Event name:

Event date:

CATERING OPTIONS (select one)

- _____ 1. we plan to use a partner catering company
_____ 2. we plan to use a non-partner catering company and pay the \$250 service fee
_____ 3. other: _____

USE AILERON HILLS WINES (select one)

If you plan to bring in outside wine please skip this section and see below.

- _____ 1. We would rather pay a per guest, per hour rate or by the retail bottle (what ever is less)
_____ \$2/hour per guest: select from any available red and/or white wine
_____ \$1.50/guest – sparkling wine toast
_____ 2. We plan to pre-purchase Aileron wines below for use on our event day!
_____ 3. We plan to pay for all wine used on the day of the event at the event.

NOTE: manager must submit this form after the event for billing if option 3 is selected

* not available until 5/1/10 ** not available until 3/1/2011

<u>wine options</u>	<u>bottle cost</u>	<u>Qty</u>	<u>Total due</u>
2007 Reserve Pinot Noir	\$22.00		
* 2008 Reserve Pinot Noir	\$22.00		
2004 Reserve Merlot	\$22.00		
** 2009 Cabernet Reserve	\$25.00		
2008 Viognier	\$10.00		
Standard Sparkling Wine	\$15.00		

TOTAL

BRING IN OUTSIDE WINE

- _____ 1. Pay a fee to cover our increased costs (see your agreement for this fee)
_____ 2. other: _____

Payment info:

Person responsible for payment of Aileron Hill wine bill. If you select to pay or

_____ person responsible for payment

_____ card number

_____ name on card

_____ exp mm/yy

_____ v-code (3 or 4 digit code)

_____ card billing zip code

Client approval:

I agree to the beverage plan described above.

_____ signature

_____ date

If you would like to taste the wines please pre purchase a bottle.

POWERS OREGON

C O M P A N Y

Inventory & Rental Worksheet

Please complete this form and return it to Powers Oregon before 15 days of your event. You can also fax it to 971-327-7340. Call us with questions.

Event Date:

Wedding Venue:

Client Name:

Catering Company:

Powers Contact (name/number):

Caterer Phone/Email:

Powers Oregon provides the following items in all venue packages.

	<u>QUANTITY PER GUEST</u>		<u>INDICATE NEEDED QUANTITY</u>
dinner fork	1	87x87" white linens	_____
dessert/salad fork	2	87x87" ivory linens	_____
butter knife	1	87x87" black linens	_____
soup spoon	1	87x87" chocolate linens	_____
87"x87" linens	.125/guest +30	22x22" white napkins	_____
22x22" napkins	1.1/guest	22x22" ivory napkins	_____
60" round tables	.125/guest	22x22" black napkins	_____
48" round tables	2 total	22x22" chocolate napkins	_____
8' & 6' banquet	10 of each total	22x22" napkins: color _____	_____
bistro tables	5 total		
Chairs	1 each		

The following items are provided by our partner rental company. We will fax this order to them and they will contact you (catering contact noted above) to arrange payment and delivery or to make changes. **All items listed below must be rented from our rental partner unless owned and provided by your caterer free of charge. In this case please include a copy of your catering bill with this form.**

	<u>NEEDED QUANTITY</u>		<u>NEEDED QUANTITY</u>
additional dinner fork \$.4	_____	10" round white plate \$.4	_____
additional dessert/salad fork \$.4	_____	5-7" round white salad/bread plate \$.4	_____
additional butter knife \$.4	_____	round coffee saucer \$.4	_____
additional soup spoon \$.4	_____	9" square white plate \$.6	_____
tea spoon \$.4	_____	7" square white salad/bread plate \$.6	_____
steak knife \$.4	_____		
		87x87" linen \$10: color _____	_____
gourmet wine glass \$.4	_____	87x87" linen \$10: color _____	_____
pilsner glass \$.4	_____	87x87" linen: \$10 color _____	_____
water goblet \$.4	_____	22x22" linen: \$.5 color _____	_____
martini glass \$.4	_____		
coffee cup \$.4	_____	delivery/pickup: \$50	_____
silver charger \$1	_____	other item: _____	_____
		other item: _____	_____
Tables \$10 _____	_____	other item: _____	_____

ESTIMATED ORDER TOTAL: \$ _____

If you are not renting plateware and glassware from our partner rental company please explain why below and be sure to include a copy of their agreement and invoice: _____

Catering Guidelines (non-partner)

This document is not required if you are using a partner caterer. Otherwise, we welcome any catering company to our venues. A **\$250 service fee** will be added to your bill when using a non-partner catering company. This goes to cover our increased costs. (If you booked before 2/15/10 and after 10/1/09 there is no \$250 service charge to bring in an outside catering company. If you booked prior to 10/1/09 you are required to use a partner caterer.)

Please provide your catering company with this list of general guidelines. If they have any questions please ask them to contact your site manager well in advance of your event; these items are required in every circumstance unless agreed upon in writing. Please obtain your caterers signature at the base of this form, sign it yourself and return it to your venue manager as soon as possible. Let your caterer know that if they break any of these rules you automatically forfeit your security and damage deposit.

1. **ROOM LAYOUT:** Your caterer must meet with you well in advance of your event and determine how you want the venue set up for your event. Be sure to consult with the site assistant and review your agreement for any restrictions. All site maps are available at www.powersoregon.com. A copy of your final site set up must be given to your venue site manager no later than 15 days prior to your event.
2. **EVENT DAY SET UP & TEAR DOWN:** Your catering company and their staff will set up and tear down your entire event. They are free to arrive up to 3 hours before your wedding to begin set up and must complete tear down no later than one hour after your rental end time.
3. **ALCOHOL REQUIREMENTS / WINE PRE PURCHASE:** Hard alcohol must be approved in writing. Vista Hills will provide all beverage service. See specific alcohol rules at all other wine country locations. For Portland area venues Aileron Hill Wines are required. Contact Erin at 503-478-0997 to pre-order. Outside wine is allowed at Portland area venues with a \$250 service charge.
4. **RENTALS, INCLUDED ITEMS & INVENTORY CHARGES :** Powers includes certain inventory items in the venue package. Please see our inventory and rental form for a list of these items. Non-partner caterers must rent dish ware, cup ware and plate ware from our partner rental company, Willamette Event Supply.

Please complete an inventory and rental form well in advance of the wedding. All included and rented items will be placed in the venue's storage area and must be returned to the same location after the event. All flatware must be washed prior to being returned. All linen counts must be given in writing to your event assistant no later than 15 days prior to your event or additional rush charges will apply.
5. **GARBAGE:** The caterer must provide any and all garbage cans, bags and remove all garbage from the venue unless agreed upon in writing.
6. **EVENT DAY MANAGEMENT AND STAFFING:** The venue will provide one to two site assistants for the event. This person will mainly be helping the bride and groom during the day. The caterer must provide a manager level individual to run the set up, food and beverage service and tear down.
8. **WEAR AND TEAR / CLEAN UP:** Tables must be padded; tables and chairs must always be picked up and never slid across wood floors. All areas must be swept and clear of food and spills. Any kitchen areas must be returned clean in equal or better condition.

BY SIGNING BELOW YOU AGREE TO THE ABOVE TERMS AND CONDITIONS:

Catering Company Rep. Signature / Name

Date

Event Date

Client's Signature / Name

Date

POWERS OREGON C O M P A N Y

PARTNER CATERING REQUIREMENTS

Below are a list of the general terms we ask our catering company partners to agree to. I have also listed out the benefits of being a partner with Powers Oregon Company!

THINGS WE ASK OF PARTNER CATERERS:

1. Agree to our catering and wine rules.
2. Agree to link our website to yours.
3. Provide us with a copy of your insurance naming us as an additional insured.
4. Provide us with a copy of your catering and liquor licenses to file.
5. Agree to cover any damaged caused to our venue by catering or beverage service.
6. Agree to keep our kitchen and facility as clean as you find it.
7. Agree to always return calls to our clients quickly and act professionally.
8. Agree to pull from and return to our inventory storage all items used in our facility.
9. Agree to cut the client's cake at no additional charge.
10. Agree to let the client bring in their own beer and wine.
11. Pay Powers an anonymous \$5/guest as a referral fee and for the items we include in the package.

THINGS WE PROVIDE PARTNER CATERERS:

1. Direct access to our clients as soon as they book.
2. Verbal and written promotion in nearly every part of the booking process.
3. Discounts to you if you bring us business.
4. A prominent ad in our annual brochure.
5. A direct link from our website listing you as a partner caterer.
6. Use of our tables, chairs, linens and flatware for your event.
7. Access to any images taken at our events (if Powers Studios is the photographer)

By signing below you are indicating that you agree to the above terms.

Partner Catering Company Representative

Date

Checklist for Venue Manager for each client file

Upon Completed contract and deposit:

1. Send a "thank you" card via www.sendoutcards.com - get code from Ben again.
2. Create a client file on the common folder and store any and all documents regarding the client's file in it. (Invoices, Contracts, Catering Documents etc.)

6-12 months prior

Gather the Catering and Bartending insurance documents.

These documents are only needed if we do not have an up to date copy in our files.

1. General Liability Insurance document from Caterer naming "Powers Oregon Company, Powers Photography Studios, Ben and Laurel Powers and all of their staff members and affiliates" as additionally insured.
2. Bartending Company (if separate company from Caterer used): Copy of their OLCC license with insurance for a minimum of \$500,000 liability coverage naming "Powers Oregon Company, Powers Photography Studios, Ben and Laurel Powers and all of their staff members and affiliates" as additionally insured.
3. Ensure that the 3rd Party Catering Requirements document is sent to the Caterer and the Client and is signed by the caterer and client making sure they understand all of their responsibilities.

IMPORTANT NOTES:

If client is using 2 separate bartending and catering companies, send an email introducing them both to each other reminding them to work out who will be responsible for busing the bar dishware, bar recycling and garbage disposal and setting up the bar areas.

4. Send Wine pre-purchasing sheet to clients. (West End Theater Clients only)
5. Introduce clients via a cc'd email to the site's contact to make their wine selections and arrange for payment.

4-6 months prior

1. Schedule the rehearsal: Mondays-Thursdays during office hours only. If clients would like to schedule their rehearsal for a Friday or Saturday they need to understand that if a wedding gets booked on that day that they will need to move their rehearsal time.
2. Check in with the client to see if they have any updated vendor information they can give you for their file/timeline. (Vendor's Name, phone number and/or email)

2-3 months prior

1. Confirm wine is pre-purchased if they are buying Aileron Hill wines.
2. Check for Vendor updates to put in file and ask if they have any other questions that you might be able to answer.
3. Schedule the final walk-through for 1 month before the wedding to go over the timeline, vendors and set up. Ideally the Caterer should be at this meeting as well.

40 days prior

1. Send balance reminder email to client. Accounts Receivable will be in touch to get the final payment.

1 month prior

1. Confirm that client has paid the venue invoice.
2. Confirm that the rental order from client's caterer is in process of being sent to Willamette Event Supply.
3. Final walk-through with client and client's caterer to confirm all vendors, timeline, wine purchases, and set up details. Enter final walk-through information into the client's timeline, then send to client for approval and put the final timeline in the clients folder on the common drive.
4. Go over the "Event Reminders" with the client and have them sign off that they have read and understand them.

2 weeks prior

1. Get final guest count from client.
2. Order linens from Alsco, confirm that they received it and update linen fields in client's ACT file.
3. Get final rental order from caterer, send in to Willamette Event Supply and ensure that Accounts Receivable has created an invoice and Ben gets a copy of these for billing.

Post Wedding

1. Track any additional wine counts and send them to Accounts Receivable to invoice and send to the client after the wedding.
2. If there was any additional cleaning needed, hard alcohol found on site etc., those notes need to be noted in the client's file and sent to Accounts Receivable as well so the appropriate fees can be charged to client.
3. Note any issues that occurred on the day of the wedding in the file and follow up as needed with anyone involved until the issues are resolved.
4. Ensure that all invoices are paid then close out file tasks.

OFFICIAL PHOTOGRAPHIC COPYRIGHT RELEASE
Powers Photography Studios

This document grants the holder joint copyrights on all images produced by Powers Photography Studios on their behalf. This copyright release will be included on a Powers Studios DVD containing all high resolution images from the concerned event.

The holder of this release may, at his or her own discretion, duplicate, print, sell and distribute any images included on this DVD.

Please contact Powers Photography Studios if needing to authenticate this document at 503-478-0997.

A handwritten signature in black ink, appearing to read "Ben Powers", written in a cursive style.

Authorizing Signature
Benjamin Powers
Powers Photography Studios

Powers Photography Studios

VENDOR CONTACT LOG

Contact 10 vendors per week and work with them to introduce all of our products and services.

1. Call and introduce yourself; build them a file in ACT and track every 3-5 days.
NOTE: be sure to send a thank you card after your first call.
 2. Continue contacting them via phone and e-mail until a meeting is set or they are lost.
 3. Meet with vendor and give them an info packet (I WILL PREPAIR THIS FOR YOU)
 - A. rates info retail / rates info to vendors for wholesale product
 - B. common synergy referral partner info
 - C. general information on Powers and all our products
 - D. set up a reciprocal link on our websites.
 - E. set up a referral form (coded HTML form) and begin tracking referrals
 - F. introduce vendor to us in a sales meeting and tell us about their business
 4. Track vendors leads and leads to vendor monthly and stay in touch monthly based on need.
 5. Send vendor an annual gift and invite them to all vendor functions.
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