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Date: 3/8/2014 12:02:18 PM

Subject: PSAV + Cups

Attachments: Custom Cups - Drinkware Company.pdf
PSAV QUOTE 2.pdf

Hi Katherine,

So nice seeing you last week! We are just finalizing some details regarding the food stations and should be getting that proposal to you mid-week. Elise and I are also compiling several centerpiece ideas & costs. As far as the AV equipment goes, I just wanted to touch base with you about your meeting with them last Friday to see if there was any discussion about using the equipment for both of your events?

Because I wanted to reserve these items as soon as possible due to it being Heritage week, I did touch base with David Delaney to make sure all of the equipment needed was available and it is at this time. An updated quote for this year is attached. I did get him to adjust the price of the wireless microphones to match last year's price of the wired microphones after his initial proposal; however, I have not mentioned anything about doubling your events as I wanted to speak with you first.

Keep in mind that we do have a projector that you are welcome to use if you want to eliminate that cost. I'm not sure if it's as fancy as theirs, but we use it for all of our meetings and it works just fine for us! ☺

I've also attached the quote for the logo cups. If we use the same design as last year, there will be a \$40 discount, and if we change the design/logo, the amount will remain the same as last year.

Hope you have a great weekend, and talk to you soon!

Amanda Schultz

Special Events Coordinator

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