

The Winter Harvest Gala

An evening for 180 guests — dinner, auction, and program at The Foundry, December 12, 2025

Prepared for **Northwind Coffee Roasters** Prepared by **Acme Events**

Evening program

6:00 PM	Cocktail reception Passed canapés, string duo, silent auction opens
7:15 PM	Seated dinner Three courses, wine pairing, welcome remarks
8:30 PM	Program & live auction Impact film, honoree speech, eight auction lots
10:00 PM	Dessert & dancing DJ, photo corner, auction checkout

Included always

Venue	The Foundry — main hall Exclusive hire, 5 PM–12 AM, security included
Team	On-site producer + 14 staff Load-in, rehearsal, show-calling, strike
Design	Full visual direction Tablescape, lighting plot, signage suite

Package tiers

ESSENTIAL \$18,500 - Venue + staffing - Buffet dinner service - House AV package - Day-of coordination	RECOMMENDED SIGNATURE \$27,000 - Everything in Essential - Plated three-course dinner - Full design direction - Live auction support	PRESTIGE \$39,500 - Everything in Signature - Premium bar + sommelier - Live band + stage design - Guest concierge desk
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Booking steps

1 · Reserve 25% deposit holds December 12	2 · Design walkthrough Venue visit + mood boards, week of Oct 6	3 · Final details Menu tasting + program lock, Nov 21	4 · Gala night We run the room, you host
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CONFIRM THE DATE

The Foundry main hall is held for Northwind through **October 3, 2025**. Countersign and return with the deposit; we open the production calendar the same week.

AUTHORISED SIGNATURE

DATE

Deposit	25% at signing
Balance	Due Nov 28, 2025
Final guest count	Dec 2, 2025
Cancellation	Deposit refundable to Sep 12