



## **Consortium Events**

### Event Planning Services

We appreciate your interest in our services! We assist clients in their event planning in such a way that the planning is simplified, the event flows smoothly, and your guests have a memorable experience.

The following pages describe some of our services. Hourly consultations and packaged services are available and we're happy to offer you a complimentary initial consultation at your convenience to discuss your events and create custom package for your consideration.

## Event Planning Services

**Theme** - Development of your visual and thematic ideas; budget expectations.

**Venue referrals** – Recommendations for the venues for your special event.

**Décor & Flow** – Site visits to explore décor design and selection of visual elements that enhance or transform a space including interior and exterior lighting, sculptures, glass and screen backdrops, artistic installations, furnishings, and a wide variety of unique centerpieces.

**Event Supplies** – Selection and overseeing of event rentals. Referrals of all types - Custom requests are our pleasure!

**Menu** – Design, catering referrals; beverage and ice supply and service.

**Bar** – Beverage supplies, signature beverage recipes, certified staff, utensils.

**Entertainment** – Referrals for jazz ensembles, bands, soloists, dancers, DJs, children’s entertainers. Custom slideshows from images of your group.

**Pre- and post event activities** – Organization of brunches, dinners, wine-tastings, interviews, children’s activities and tours; referrals for function spaces.

**Site visits** – Determine the ideal timing, decor and flow for your event and create layouts and schedules for your venue and vendors.

**Conference services** – Rooms setup; liaising with venue and IT professionals.

**Licensing, permitting and liability** – Event insurance, liquor liability, one-day permits for food service, beverage service, use of public spaces.

**Vendor recommendations, negotiation and contracting** – Subcontracting or making introductions to reputable vendors; referral checking; ensuring your needs and budget are met and the best market prices are offered.

**Progress reporting & reminders** – Submission of updates via Google documents, email or presentations.

## Event Coordination Services

**Consultation** - In-person and remote (phone or video) conferencing for answers, feedback, planning and updates.

**Registration management** – Registration: Websites or invitations; preparation of event details, directions, ticket availability. Response and income tracking.

**Volunteer, VIP and Vendor Coordination** – Volunteer recruitment and VIP solicitations and contracting; creation of task schedule and guidelines for coordination of volunteers and/or hired staff for greeting, performing; talking points.

**Day-of Coordination** – Vendor confirmations and coordination, decoration installation, receipt of staff and volunteers for set up, handling of unforeseen situations, queuing of VIPs guests and ensuring a smooth, safe event.

**Staffing** - Greeters, audio/visual/lighting techs, performers, food and beverage servers, ushers, cleaners, street teams.

**Closure** - Ensuring that the plans for the transport and storage of the remaining food and beverages are carried out; ensuring that rental spaces are left in a state that will not compromise your deposit; reminders of vendors payment balances.

## Development Services

**Fundraising Feasibility Analysis** – Cost-benefit analysis of fundraising ideas.

**Sponsor Benefit Design** – Development of strategies that maximize return given the description of your donors or prospective donors.

**Database/CRM Services** – CRM selection, migration and maintenance. Analysis of donor patterns (e.g. sybunt/lybunt) and generation of annual reports and board presentations.

**Solicitations** – Lead generation; solicitation of donations or auction items; drafting, editing or proofing letters of appeal, mail merging of your letter and your addresses; production of labels.

**Stewardship** – Receptions, making and taking phone calls or visits to convey your organization's mission and learn your donor's giving motivations.

**Auction Production** – Silent, live and online auction production and management; item sheets; auctioneer recommendations.

**Correspondence** – Direct mail and acknowledgement campaigns: design and implementation.

## Communication, Promotion & Publicity Services

**Graphics** – Design and production of fliers, mailings & signage.

**Public Relations** – Copy writing and distribution of press releases and invitations to the media; Story and interview pitch packets; Receiving the press.

**Printing** – Invitations, save-the-dates, reply cards and thank you stationery. Design, selection and production of cards, postcards, collaterals, etc. Liaising with mail houses.

**E-blasts** – Newsletters, invitations, reminders and greetings; Constant Contact, MyEmma and PatronMail systems.

**New Media** – Power Point presentations, public service announcements and other media presentations.

**Social Media Marketing** – Online marketing and promotion *via* Facebook, Twitter & other industry-specific online communities.

**Presentations** – PowerPoint slide presentations, digital photography & video of your organization's milestones and goals.

## 2012 Rates

We have a genuine interest in people, organizations, their missions and their events and appreciate the opportunity to offer you a complimentary proposal and determine which of our packages is appropriate for reaching your goals:

- **Initial Consultation:** Complimentary
- **Flat fee custom package:** Based on services requested; 15% of full service event planning packages
- **Hourly consultation:** \$75/hr, non-profit rate: \$65/hour; 2 hour minimum
- **Daily consultation:** \$500/8 hours. Further discounting available with larger packages
- **Day-of coordination:** Varies. Please request a proposal.

We benefit from referrals by clients and prospective clients alike and welcome all opportunities to describe our services and share our portfolios.