

Event Coordination

Service Description

Our services manage the smooth running of an event from start to finish.

Example events are: customer/client engagement functions, business meetings/conferences, staff functions including end of year functions.

If attendance is required, our services cater the following areas (additional costs apply):

- Melbourne CBD and inner suburbs,
- Geelong and Bellarine
- Great Ocean Road up to and including Apollo Bay
- Ballarat

Event coordination includes, but is not limited to, the tasks outlined below.

Event coordination with venue

Sourcing a venue

Arranging AV equipment

Ordering catering

Arranging other details, such as other equipment/props, decorative items, corporate gifts, team activities

Administrative support pre event

Creating a task list including timeline

Designing and sending out invitations, taking RSVPs and maintaining an invitee register

Creating a run sheet

Preparing materials. Examples: speeches, presentations, hand-outs

Name tags and signage

Sending out feedback requests to attendees post event

Event attendance

Bump in/setting up

Welcoming attendees and registration

Bump out/packing up

Hours of Availability

| | Availability |
|-----------|--|
| Days | Monday to Friday (exc. Australian Public Holidays) |
| Time | 8:30am to 5:30pm |
| Time Zone | Australian Eastern |

* Please contact me if you require services outside of standard hours.

Cost of Service

AUD50 per hour and charged at 30 minute increments after the first hour during standard hours of operation.

AUD100 per hour for attending and assisting at the event if outside of normal operating hours billed at 2 hours minimum.

Additional charges with payment to be made in advance:

Venue costs

Other event costs

Travel costs