



**Business Event Facilitation:
Planning and Management Packages**

Complete Planning Package: PWP will take care of every detail of your event including:

- Location bidding, site selection and location detail management;
- Vendor contract management;
- Participant registration, confirmation and on-site check-in;
- Speaker contract negotiation, travel arrangement and point-of-contact;
- Agenda consultation and development;
- Promotional items and printed materials.

The complete planning package is dependent on the number of people expected at your event, the number of anticipated contracts and the location requirements.

Site Bidding and Selection: Location can determine the success or failure of your event. Based on the room needs, overall event needs and location of the event, PWP will solicit bids from an agreed upon number of locations, negotiate details based on your needs and budget, and finalize all of the details with the location.

Site bidding:

1-3 locations.....	\$20 per bid
4-5 locations.....	\$25 per bid
6+ locations.....	\$30 per bid

- 15% of the location contract will be added to the PWP event contract in order to cover time and effort to negotiate and finalize details with the location

Contract Management: Planned With Purpose will negotiate contracts with speakers, vendors and locations based on agreed upon budget and input from the Agency. PWP will handle all payments within the following guidelines:

- 50% of total contract amount must be paid to PWP upon signing of any contracts;
- Remaining contract amount will be paid to PWP a minimum of 5 days before event;
- All contracts will be paid in full by PWP at event, or as stipulated by contract;
- Any speaker travel must be paid in full at the time of booking

Contract Management Service Fee: 5% of total contract amount, per contract

Agenda Development and Consultation: Planned With Purpose has 15 years of experience in designing agendas for both youth and adult participants for afternoon meetings, weekend retreats, week long trainings, or full conference events. PWP will work with the Agency to get an overall feel for the event, goals for the event, and work with location needs (meal times, break times, etc) to design an agenda that will optimize the time you have with your participants.

Full Development: PWP will gather the information required and create the agenda for you
\$100 per day of the Event

Consultation: PWP will look over the agenda you've already created, make suggested edits and provide other requested feedback
\$50 per day of the Event

Agenda App: PWP will create and deploy a customized schedule app for the event
\$100 for development and deployment
\$20 per day of the event for maintenance and updates

Form Creation: Planned With Purpose will customize forms for your event including registration, participant confirmation, event evaluation and session sign in sheets. These forms can be customized with Agency logo, event specific information, or specialized data to collect, or Agency can opt for standard forms to be used.

Customized Form Creation: \$15 per form created

Standard Form Usage: \$5 per standard form

Promotional Items: Planned With Purpose can assist in designing and ordering promotional items for your event including speaker gifts, t-shirts, and other event collateral. All requested items must be designed and ordered a minimum of four weeks prior to the event to ensure delivery by event date.

Design fee: will be based on item requested and complication of design.

Service Fee: 10% of purchase amount; includes shipping and/or delivery to event location

Registration Services: A variety of registration services can be provided by Planned With Purpose. Prices vary depending on the number of registered participants. An estimated attendance number will be given by Agency at contract signing; final invoice will reflect actual number of participants or estimate given, whichever is higher. All Registration packages include participant confirmation, final roster of participants and weekly registration reports.

Data Entry Fee: 1- 50 participants.....\$5 per person
51-100 participants.....\$6 per person
101-200 participants....\$7 per person
200+ participants.....\$8 per person

Nametags: Standard Layout.....\$3 per person
(3x5 nametag; includes participant name and agency, and event name)
Custom Layout.....\$5 per person
(Size and layout of nametag can be customized, including one logo)

On-Site Assistance: Planned With Purpose is available to be on-site at your event to help with registration and other event details as follows:

On-Site Cooperation.....\$750 per day, plus expenses

(You run things, we take orders)

On-Site Collaboration...\$1000 per day, plus expenses

(Certain tasks are assigned to PWP to manage at their discretion)

On-Site Coordination...\$1250 per day, plus expenses

(PWP runs things while you enjoy your event)

Planned With Purpose will provide Agency with digital copy of final registration database at close of the event. PWP will retain a back-up copy for 6 months following the event. Registrant information will not be used for any purpose outside agreed upon correspondence by PWP and Agency, nor will PWP ever distribute participant information to any outside source.

Printed Event Materials: Event agendas, program books, handouts, etc. can all be designed and customized to fit your event. Printed material layout fees will be billed based on number of pages to be designed, as well as the amount of customization. All printed materials will be proofed by both PWP and the Agency before being sent to the printer. Prior to printing, three bids will be solicited for each job. If your items are print-ready you will only be charged the Printing Service Fee. All print jobs will also incur a \$50 editing fee.

Print Layout Fee: 1-15 pages..... \$50 layout fee

16-30 pages.....\$75 layout fee

31-45 pages.....\$100 layout fee

46-60 pages.....\$125 layout fee

61-75 pages.....\$150 layout fee

75-100 pages.....\$175 layout fee

101-200 pages.....\$200 layout fee

201-300 pages.....\$225 layout fee

Layout fees are in addition to printing costs

Printing Service Fee: 10% of total cost; includes shipping and/or delivery to event location

Equipment Rental: Planned With Purpose has access to LCD projectors, laptops, sound equipment, and other conference equipment necessities. Items are available at individual prices or the following package deals:

General Session Set-Up: \$850 per day

Includes: Large screen, projector, laptop, microphone, sound system and speakers

Breakout Session Set-Up: \$400 per day

Includes: Screen, laptop, projector and desktop speakers

A/V Technician: \$500 per day / per technician (plus expenses)

Stage Hand: \$350 per day / per hand (plus expenses)