**CONFERENCE SERVICES – EVENT PLANNING SERVICE RATES**

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| **PACKAGE** | | **PRICE** |
| Registration Services Package | | $25.00/delegate |
| Develop online registration site (template used) | | Included |
| Process online payments | | Included |
| Send confirmations and receipts electronically to registrants | | Included |
| Manage all conference registration inquiries from delegates | | Included |
| Prepare registration reports or/and give client access to reports | | Included |
| Provide final report of revenue less expenses from registration account | | Included |
| Prepare basic nametags, using a template for all pre-registered delegates | | Included |
| Send up to 4 email communications to all registered delegates from the committee | | Included |
| Meeting Planning Package | | $5.00/delegate/day |
| Book and coordinate all meeting space and set-up\* | | Included |
| Coordinate al a/v and technical services\* | | Included |
| Coordinate food and beverage services\* | | Included |
| Coordinate installation of signage for sessions/events | | Included |
| Coordinate exhibitors, booths, displays for trade shows | | Included |
| Manage room blocks for delegate accommodations\* | | Included |
| Excursion Package (Field trips, pre and post tours, etc.) | | $8.00/delegate/trip |
| Act as primary contact with attraction/venue | | Included |
| Coordinate itinerary, transportation and food and beverage | | Included |
| Prepare information packages for delegates | | Included |
| Social Event Package | | $5.00/delegate/event |
| Obtain quotes/negotiate contracts with venues and supplies | | Included |
| Coordinate all details of event with venue and suppliers | | Included |
| On-site management of logistical details of event | | Included |
| Advanced meeting planning Package (Meeting Planning Package Required) | $5.00/delegate | |
| Prepare, update and manage conference planning timeline | Included | |
| Attend committee planning meetings | Included | |
| On-Site conference staff for duration of conference to troubleshoot logistics | Included | |
| Manage registration desk and information desk, including providing staff | Included | |
| Produce custom tickets for special events, meals, excursions, etc. | Included | |
| Additional services |  | |
| Mail outs to delegates | $2.00/address | |
| Order and prepare delegate kits, speaker gifts, thank you gifts, giveaways | $5.00/delegate | |
| Staff for registration desk | $20.00/hour | |
| On-site staff to trouble shoot logistics | $20.00/hour | |
| Additional email blasts for registered delegates | $0.50/delegate | |
| Arrange travel for speakers and VIPs | $50.00/person | |
| Upgraded nametags and additional nametags (beyond those registered) | $2.00/nametag | |
| Travel/accommodations for our staff | Cost | |
| Custom tickets for event | Cost design/print | |
| Prepare delegate kits (items provided by committee) | $2.00/kit | |
| Dedicated on-site assistance for speakers and VIPs | $20.00/hour | |
| Prepare and print customized nametags (rather than our basic template) | $2.00/nametag | |

Notes:

The Registration package is required in order to add any additional packages and the Meeting Planning Package is required in order to add the Advanced meeting Planning Package. If you wish to have any of these services without the pre-requisite, please inquire directly with our team for pricing. If there are any services you wish for us to provide that are not listed here, please inquire with us directly.

All items are the price for our services-additional changes for rental, or purchase of related supplies and products will be charged at a cost (i.e., items in delegate kits, rental of meeting rooms, purchase of catering, etc.). Items marked with \* are free of charge when hosting a conference on-campus and do not require any of the packages.

Prices are based on a minimum of 50 delegates. If you anticipate fewer delegates, please inquire with us directly for pricing as a one-time fee may be added.