

Full Service Event Planning

Rate Structure & Responsibilities

Each coordination tier includes all services listed, as well as the services within any tiers below it.

Full Coordination [18.5%]



- ▶ Instructional material reproduction
- ▶ Promotional material research, contracting, reproduction, & distribution
- ▶ Informational signage arranged
- ▶ Photo / video shoots scheduled
- ▶ Off-site telecommunication setup
- ▶ Participant workshop assignment



- ▶ On & off campus facility contracting
- ▶ Refreshment & meal arrangement
- ▶ Instructional equipment sourcing
- ▶ Transportation arrangement
- ▶ Conference material storage
- ▶ Registration brochure mailing
- ▶ Post-program materials produced



- ▶ Budget-sensitive vendors sourced



- ▶ Event advising & counselling
- ▶ Action plan, time line, & program promotion development with input from Chairperson
- ▶ Event set-up
- ▶ Tours & related activities arranged
- ▶ On-site event facilitation
- ▶ Program results analysis

Registration Only [15%]



- ▶ Registrations processed within two business days
- ▶ Registrations received by mail, phone, *AND* online



- ▶ Name badge creation
- ▶ Hotel contracts processed
- ▶ Promo materials reviewed & approved
- ▶ Ensure program abides by Purdue University policies
- ▶ Custom participant reports provided
- ▶ Purdue CEU's processed
- ▶ Toll free registration number provided



- ▶ Presenter expenses, i.e. travel & honoraria processed
- ▶ Participant fees collected via check, wire, *AND* credit card
- ▶ Vendor payments processed
- ▶ Refunds issued
- ▶ *COMPLETE* final program financial accounting provided
- ▶ AR processed
- ▶ University staff payroll documents processed



- ▶ On-site registration
- ▶ Program budget & fee developed with input from Chairperson

Revenue Only [6.5%]



- ▶ In house software configuration for participant info collection
- ▶ Registrations received online *ONLY*
- ▶ Link to participant roster provided



- ▶ Program account established
- ▶ Participant fees collected via credit card *ONLY*
- ▶ Financial accounting provided for program registration revenue *ONLY*