







SERVICE	INCLUDED	COST
Personalized Event Needs Analysis		
Social & Print Graphics		
Registration Link & Site		
Event Motivator & Public Relations Contact		
Reservations & Menu Coordination		
Attendance Summary		
Coaching on Partnering with Sponsors		
Event Planner Fee <i>(due upfront)</i>		Under 40 Guests- \$1,250 Over 40 Guests - \$1,500
Space Fees		Varies by Location
Catering Fees		Varies by Need
Day-Of Point Person		\$150/ 3 hrs/ pp (plus setup/ breakdown)
Branded Material		Optional, varies with selection
Raising Sponsorship Dollars		20% of raised dollars