



EVENT PLANNING & MARKETING

\$1,000 to \$5,000 for product launches, grand openings, charity events and more:

1. Meet with client to discuss goals and objectives.
2. Create customized plan to ensure goals and objectives are achieved.
3. Locate and book venue.
4. Hire security.
5. Hire event staff.
6. Hire talent.
7. Set-up and manage online event registration.
8. Create documents i.e. waivers, questionnaires, game sheets, registration forms, ballot forms, etc.
9. Create sponsor and exhibitor contracts.
10. Contact and meet with businesses to secure sponsorship.
11. Contact and meet with businesses for exhibiting.
12. Rent equipment and supplies.
13. Make arrangements with advertising companies, printing companies, graphic designers, catering.
14. Make arrangements with insurance companies.
15. Promote client's event at other events, at local businesses and via cold calls.
16. Promote client's event on Creative Ideals Facebook, LinkedIn, Instagram and Twitter social media.
17. Provide e-Blast advertising to reach 2,300 Creative Ideals subscribers.
18. Provide marketing plan and event logistics advice.
19. Provide on-site and online lead generation.
20. Provide event management.

EVENT PLANNING CONSULTATION

\$100 flat rate plus \$25 each hour for a meeting to provide advice and guidance that will help clients achieve their event objectives. This service also includes a written Event and Marketing Plan.