

Conference & Event PLANNING ONLY

You're tasked with hosting a conference and need help to get the process started?

With **over 16 years' experience** we're here to help set you confidently on your way.

We will enable you and your team to effectively and efficiently **'Hit the Ground Running'**



Exceeding Expectations in
Conference & Event Management



Don't delay, call us today!

What do you take away?

The easy to follow document, in Excel format, will include various elements to assist and guide you, such as: Programme outline and shape, timescale of all necessary tasks right from day one of planning through to the event day and beyond.

The document will also include some useful templates: an outline budget, registration form questions, risk assessment templates and a mini marketing plan.

We can conduct initial supplier research and provide recommendations for suitable venues, caterers, printers, AV and other required contractors.

How much does this service cost?

From £720 +vat (Based on 1.5 days @ £480)

This service is calculated on time and will vary with the complexity of planning which is linked to the complexity of the event - however we promise to give you a fixed quote following your initial enquiry – **so there are no surprises!**

One factor that will make a significant difference will be the level of creative input required for the programme shape and content.



What do we do?

Following an in-depth, face to face meeting with you and your key team members, when we work through a questionnaire and listen carefully to your hopes and aspirations, we will go away and collate all the information we have gleaned into a full operational planning document.

You may also be interested in the following services:

✦ **Conference & Event Rescue Management Service**

For when you began planning and organising in good time but now the day is looming fast!

✦ **Fast Response Conference & Event Delivery Service**

For when you need to host a conference or event in less than 3 months but you keep putting it off because other projects and deadlines have got in the way!

Find out more at:

www.opening-doors.org.uk

Contact Rose & Madalina
to discuss your individual requirements
Telephone: 01562 731 788
events@opening-doors.org.uk

Wassell Grove Business Centre, Wassell Grove Lane
Stourbridge, West Midlands, DY9 9JH