



Corporate Planning

Full-Service Event Management

\$ Custom

Tailored event management for corporate clients looking to have full service organization of social & marketing events, meetings & seminars, team-building events, product launches, & retreats.

- UNLIMITED EMAIL & PHONE CORRESPONDENCE FROM DATE OF HIRE.
- EXECUTION OF EVENT SERVICE DETAILS FOR UP TO **8 HOURS**, DAY OF.
- UP TO **4 HOURS** POST-EVENT TO MANAGE VENDOR STRIKE.
- MANAGEMENT OF RENTAL INSTALLATIONS FOR EVENT, UP TO **8 HOURS** 1-2 DAYS PRIOR TO EVENT.
- SERVICES INCLUDE VENUE SELECTION, LOGISTICS MANAGEMENT, UNLIMITED ADMINISTRATIVE ORGANIZATION, DEVELOPMENT ASSISTANCE WITH CORPORATE BRANDING, VENDOR COORDINATION, AGENDA PLANNING, ON-SITE EVENT MANAGEMENT, & POST-EVENT WRAP-UPS WITH CLIENTS & STAKEHOLDERS.
- GBE CAN PROVIDE PAYMENT TO VENDORS AS A REIMBURSABLE EXPENSE TO THE CLIENT, CONSOLIDATING INVOICES AS NEEDED.**

*PRICING CUSTOMIZED BASED ON EVENT SCALE, COMPLEXITY, STRATEGY, & CUSTOMIZATION.

**ADDITIONAL FEES APPLY.