



Chasing Events, LLC – Services and Pricing 5/11/2021

Chasing Events can handle either some or all of your event. Prices below reflect pricing for each activity. Give us a call. We are more than happy to walk you through the process.

Services	Hours to complete	Value
Event Development and Design		
Pre-event needs gathering call	2	\$140
Budget planning		
Venue search	4	\$280
AV planning	1	\$70
Décor planning	2	\$140
Gift research	1	\$70
Research entertainment	2	\$140
Other vendor research	2	\$140
Budget planning total	12	\$840
Event Development and Design Total	14	\$980

Planning

Menu	4	\$280
Book entertainment	1	\$70
Pre-event meetings with venue	3	\$210
Presentation of venue, décor and entertainment options	1	\$70
Liaison with venue, vendors and suppliers	9	\$630
Registration site development	2	\$140
On-going logistics calls	3	\$210
Event timeline	1	\$70
Planning Total	15	\$1050

Marketing

Pre-event communication	5	\$350
Invitation and signage	2	\$140
Marketing Total	7	\$490

Financial Management

Budget monitoring	2	\$140
Contract review and negotiations	5	\$350
Payment schedules	1	\$70
Financial Management Total	8	\$560

Production

Registration tracking	2	\$140
On-site event management	8	\$560
On-site staff training	1	\$70
Production Total	11	\$770

Event Total	55	\$3850
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