



## Event Management Package Types

### PACKAGE ONE—BRONZE

Suitable for small one day events, that require little involvement from the conference office.

**£12.50 per person (minimum charge £250) - to include**

- Setting up the online registration page and booking service.
- Producing receipts and invoices for each individual booking.
- Collection of registration fees
- Liaising with individual delegates (where required)
- Preparation of final accounts and disbursement of final monies
- Regular statistical reports on booking numbers
- Set-up and management of conference account.

### PACKAGE TWO—SILVER

Only applicable to non-residential events

**£25 per person—to include:**

- Setting up the online registration page and booking service.
- Producing receipts and invoices for each individual booking.
- Collection of registration fees
- Liaising with individual delegates (where required)
- Preparation of delegate packs and badges
- Sending out joining instructions
- Manning the desk during registration
- Preparation of final accounts and disbursement of final monies
- Collation of delegate feedback
- Producing event signage
- Budget support and management
- Regular statistical reports on booking numbers
- Set-up and management of conference account.
- Full profit and loss account 60 days post event
- A link and brief description on the University of Kent website.
- Assistance with the bid proposal
- Agreement of time plans and schedules

### PACKAGE THREE—GOLD

Applicable to residential events lasting more than one day

**£35 per person - to include:**

- Setting up the online registration page and booking service.
- Producing receipts and invoices for each individual booking.
- Collection of registration and accommodation fees
- Booking / managing delegate accommodation
- Liaising with individual delegates (where required)
- Preparation of delegate packs and badges
- Sending out joining instructions
- Manning the desk during registration
- Preparation of final accounts and disbursement of final monies
- Collation of delegate feedback
- Producing event signage
- Budget support and management
- Regular statistical reports on booking numbers
- Set-up and management of conference account.
- Full profit and loss account 60 days post event
- A link and brief description on the University of Kent website.
- Assistance with the bid proposal
- Agreement of time plans and schedules
- Assistance with organising conference social programme, and audiovisual support. (any additional charges associated with this service will be added to the final bill)