



WE MAKE IT HAPPEN

WE KNOW JUST HOW IMPORTANT YOUR EVENTS ARE TO YOU - WE GO INTO ALL OF OUR EVENTS AIMING TO DELIVER SOMETHING WE CAN BE PROUD OF.

We can bring our experience of planning and delivering events to your team; and we'll bring bucket loads of passion, professionalism and creativity too.

You can trust us to deliver an event **YOU** can be proud of.

CHOOSE FROM:

- Full end-to-end event management
- Venue research, booking and liaison
- Tech & AV solutions
- Sourcing speakers, hosts & special guests
- Invitations and guest list management
- Branding, design and marketing
- Digital & print communications
- Social Media campaigns
- Catering & entertainment

Really, we'll do anything needed to make sure your event exceeds expectations - it will be just as important to us as it is to you.



**EVENT
MANAGEMENT**

by **Highland News** and **Media**

SUGGESTED SCENARIOS AND ESTIMATED COSTS:

BLACK TIE AWARDS DINNER FOR 250 GUESTS

- 5 month project from inception to completion
- Regular client meetings and updates
- Manage ticket sales and guest list
- Source and manage host and entertainment
- Venue management
- Award category management
- AV/production management
- Programme design
- Marketing design and planning
- Guest feedback survey

£7,000 plus vat

ONE DAY CONFERENCE FOR 80 DELEGATES

- 3 month project from inception to completion
- Regular client meetings and updates
- Manage delegate invites
- Registration service
- AV/Tech support
- Venue management
- Source and manage host and speakers
- Marketing design and planning
- Guest feedback survey

£3,000 plus vat

ROUND TABLE NETWORKING FOR 12 GUESTS

- 4 week project from inception to completion
- Manage guest invites
- Venue management
- Menu creation
- Source and manage host/facilitator
- Pre-event communications

£1,500 plus vat



**EVENT
MANAGEMENT**

by **Highland News and Media**