

# HEY JAYDE SERVICES

EVENT MANAGEMENT





# EVENT MANAGEMENT

## THE BASICS

Pick and choose what service would best suit you!  
You can choose one, two or all of the below.

- ★ Conducting event proposals
- ★ Developing contracts
- ★ Producing event reports
- ★ Risk Assessments
- ★ Budget Management
- ★ Produce run sheets
- ★ RSVP Management
- ★ Creation on VIP lists
- ★ Set up + Pack down
- ★ Bump in/bump out
- ★ Collection of supplies
- ★ Ticket management
- ★ Styling
- ★ Sourcing/communicating with suppliers
- ★ Development of event concepts
- ★ Event planning
- ★ Management of staff + suppliers
- ★ Produce PR pack
- ★ Media + Advertising Campaign
- ★ Marketing collateral (basic graphic design)

Depending on what services you require, a quote will be supplied upon request.

## SET UP, STYLING + PACK DOWN

Let us deal with the stress on site while you prepare for your event. We will liaise with all your suppliers, assist suppliers in making sure everything is accounted for and in place.

- ★ Bump in all suppliers
- ★ Set up and style the area
- ★ Pack down the area
- ★ Assist with bump out

## ONE THE DAY MANAGEMENT

We want your event/function to be as smooth as possible. Our aim is to ensure there is nothing you have to worry about, just leave it to us! From making sure the the band is ready to go, to getting the food out on time, to prompting the host. We can do it all.

- ★ Bump in all suppliers
- ★ Set up and style area/s
- ★ Pack down area/s
- ★ Manage the event/function from beginning to end
- ★ Liaise/manage staff
- ★ Assist with bump out