



Personal Corporate Charity

My Special Event®

E V E N T & W E D D I N G
P L A N N E R



My Special Event® - Corporate Events

Seminars, Training, Team Building Workshops and many more...

My Special Event® can help your workplace organise and set up a Corporate Event for your employees or perhaps a "special" client.

The organisation and planning are like planning for a wedding with a client, however, the difference may be that the client has a definite idea of what type of event they would like organised.

Types of Corporate Events My Special Event® can help with

- ❖ Business Receptions – including Breakfast's for clients
- ❖ Promotional Events for business – perhaps a new start-up or a special promotion that business is running to attract newer clients
- ❖ Business Charity Events – A team of employees or an employee would like to raise money for a charity by holding a fundraiser at the office and would like help with the planning
- ❖ Business Seminars and Conferences
- ❖ Training Events – Team Building Days for staff

The list is endless – if you have an idea you wish to discuss with My Special Event please contact us.

What Can My Special Event organise for my Corporate Event?

My Special Event can be involved as much or as little as the client wants. We can organise and plan every aspect of the event or just some of it. This will be discussed at the initial consultation with the client.

My Special Event can organise some of the following for their client:

- ❖ Venue
- ❖ Catering/ Beverages
- ❖ Entertainment
- ❖ Equipment
- ❖ Transportation
- ❖ And much more

My Special Event® can liaise with the suppliers for the Corporate event and help to organise the budgets and payments for the event. Again, all of this will be discussed and agreed with the client before work commences. **

** From time to time, depending on the level of work involved, My Special Event may have to call on alternative planners and suppliers to help with the organisation of any Corporate Event. Corporate Events take a great deal of "specialist" planning at times and My Special Event may feel the job would be suited to a more "specialist" planner. All this will be discussed with the client before anything is decided.

1 Hour FREE Consultation

My Special Event® will begin by offering the client a FREE 1 Hour Consultation. This would take place either at the client's office or at a location suitable for both My Special Event and the client. During this consultation, My Special Event would discuss with the client the ideas they have and devise a timetable in accordance with what's required and what's needed.

Advertising and promoting (If applicable)

If the type of Corporate Event requires advertising and promoting this will all be discussed at the initial consultation with My Special Event. My Special Event has some contacts with local newspapers and local radio stations to help with any promotion and again with the planning and organisation can be involved as much or as little as the company wishes. - **Any extra charges for Advertising and Promoting will be passed onto the client if this has not been previously agreed.**

Fees for Corporate Events:

- ❖ Initial Consultation of 1hr = FREE
- ❖ Subsequent Consultations pre- contract = £50.00/ HR
- ❖ Mileage of 0.30p will be charged per mile within the West Sussex area
- ❖ Mileage of 0.50pm will be charged per mile outside the West Sussex area
- ❖ Hourly Fee will be charged for the work done of £50.00/hr
- ❖ Equipment Hire may at times incur a security deposit of £50.00

All charges are negotiable depending on the event in question. A deposit of £150.00 will be required and a signed contract to secure the date with My Special Event

Any payments should be made to My Special Event by BACS or PayPal. A receipt will be provided to prove payment. No cheques please.

If you would like to discuss your Corporate Event and have a FREE initial consultation, then contact My Special Event the following ways

Telephone: 01243 829592 / 07587158999 Zoe Pniewski

Email: info@myspecialevent.co.uk

Or visit Website: www.myspecialevent.co.uk and use our Contact Form and we will contact you.