

# EVENT MANAGEMENT RATES GUIDE 2018 WAITING FOR YOU

PRIVATE + CORPORATE SERVICES PROVIDED	NUMBER OF GUESTS + FUNCTION STYLE		
	50 – 75 VENUE COCKTAIL	100 – 150 VENUE + MARQUEE SIT DOWN	175 – 200 VENUE + MARQUEE COCKTAIL + SIT DOWN
	ANTICIPATED HOURS COMPLETED		
<b>Client</b> consultation initial meeting ▪ On site	No Charge	No Charge	No Charge
<b>Preparation</b> of initial quotation ▪ Incorporating design concepts	3	4	5
<b>Client</b> meetings ▪ Sign off on initial quotation	1	1.5	1.5
<b>Floor</b> Plans Customised	1	2	3
<b>Revision</b> of plans and concepts	1	1.5	2
<b>Samples</b> provided	1	1.5	2
<b>Supplier</b> meetings	2	3	4
<b>Menu</b> Design	1	2	3
<b>Tastings</b> booked, where applicable	0.5	1	1.5
<b>Equipment</b> , décor, structures, print and all associated services booked and confirmed	1	1.5	2
<b>Final</b> meeting prior to function date	1.5	1.5	1.5
<b>On site</b> event management ▪ Leading up to function	2	4	6
<b>On site</b> event management ▪ Function day	12	14	16
<b>Site</b> inspection ▪ Post Function	1	1	1
<b>Co-ordination</b> and follow up with suppliers	0.5	1	1.5
<b>Travelling</b> time from GPO As per hourly rates \$55.00 Free in Metro Area			
<b>Mileage</b> from GPO \$0.63 per km Free in Metro Area			
TOTAL HOURS	28.5	39.5	50
COST PER HOUR GST INCLUSIVE	\$55.00	\$55.00	\$55.00
TOTAL COST	\$1567.50	\$2172.50	\$2750.00