

Prepared for (name): Ms. Folake
Telephone: 08090895597
Event name: Folake&Emma's Traditional a
Proposed venue: Akiita Hall & April Hall
Date quote was prepared: April 4th, 2018

Line Items
One-on-one, Email and Phone Consultations
Financial Budgeting
Concept Development & Event Orchestration
Vendor Management & agreements
Venue Management

Guest Management

Logistics

Onsite Coordination For One day

Professional Fees

VAT (5%)

Discounted Fee

Grand Total

goldinwoodevents@gmail.com

Q U O T A T I O N

nd White Wedding

Description

Hourly rate for time spent with Ms. Folake and three other stakeholders(as identified by Ms Folake) on discussions on the event.

Preparation of comprehensive budget, quotation, vendor worksheet and negotiation

- Developing the theme and mood board
- Presentation of unique themed ideas, and concept proposal based on the client stated vision and goals for the event
- Managing the production of the event designs and incorporating your signature into the event.
- Cordinating the effective production of event stationery designs, production of themed menu cards, e-invites, table numbers, place cards, cue cards etc

- Selection and listing of preferred professional vendors that fit the event style and budget.
- Negotiation of vendors service charges based on client budget
- Construct active communication schedule with the choosen preferred vendors that works
- Construct/manage vendor contact sheet and share with client.
- Drafting vendors agreements

- Venue recce and preparation; ensure all venues are fit for event purpose
- On site meetings with vendors and client leading to the event day

- Management and construction of detailed guestlist
- Accreditation/checking in of guest on the event day
- Research, booking and negotiation of accommodation for out stationed guests
- Selection of smart and beautiful ladies to assist the guests.
- Grooming of the hostesses according to the event flow

- Provision of runners or casual workers and crew members
- Logistics for overnight set up and vendor supervision and tear down

- Management of event flow, cue sheet design and production, stage managers and orchestration to ensure ALL aspects of the event is properly managed and deliver on all agreed goals and objectives.

Email: flemerald21@gmail.com
Proposed date: June 30th, 2018
Any queries contact: 07089240107

Cost
N 45,000
-
N 20,000
N 20,000
N 30,000

N 40,000

N 80,000

N 130,000

N 365,000

N 18,250

N 150,000

N 150,000

