

Proposal for Event Management & Design Services

Submitted by: Ndagijimana Samuel

Based in: Kigali, Rwanda

Email: sndagijimana20@gmail.com

Phone: +250788260008

Date: 06/10/2025

1. Agency Profile

I am **Ndagijimana Samuel**, an Event Manager based in Kigali, Rwanda. I have experience in organizing **educational and networking events**, including the **Seed Global Education Festival**.

In this festival, scheduled for **26/10/2025**, I manage:

- **Delegate registration and ticketing**
- **Check-in and hospitality services**
- **Event coordination and volunteer management**
- **Design and branding elements for the event**

This experience demonstrates my ability to handle **large-scale events** and **coordinate teams across multiple countries**, which aligns with the needs of the **Africa Borderless Creative Economy Summit 2026**.

2. Team Composition

I will work with the following key team members:

1. **Mr. Patient (Rwanda)** – +250789892068
2. **Kayode Ambass (Nigeria)** – +2348169418325
3. **Honor (Rwanda)** – +250791105123
4. **Mr. Donny (Kenya)** – +2547428875
5. **Mr. Christian (Rwanda)** – +25075146661

These individuals will assist in **event coordination, delegate management, branding, and logistics**.

We can also collaborate with additional regional partners if required for hybrid or larger-scale activities.

3. Proposed Concept & Approach

Goal: Deliver a **professional and creative summit experience** for both in-person and online participants.

Approach:

- **Event Design & Creative Direction:** Stage layout, branding zones, and overall aesthetics
- **Delegate & Speaker Management:** Ticketing, check-in, hospitality, and green room management
- **Branding & Communication:** Banners, backdrops, and event materials
- **Hybrid Setup:** Streaming, Q&A, polls, and virtual participation
- **Logistics:** Volunteers, ushers, catering, and venue management

The concept integrates **African creativity and sustainability** while ensuring a **seamless delegate experience**.

4. Work Plan & Timeline

Phase	Activities	Timeline
Planning	Concept development, team setup, vendor sourcing	2 months before event
Preparation	Stage setup, branding, delegate communication	1 month before event
Execution	Check-in, ushers coordination, AV management	Event days
Post-Event	Feedback collection, reporting, video highlights	1-2 weeks after event

Example: Seed Global Education Festival on **26/10/2025** in Kigali, Rwanda, where I handle delegate management, ticketing, check-in, and full event coordination.

5. Budget Estimate (USD)

This is an **estimated budget** for the PAAN Summit 2026 based on typical costs in Kenya. Actual costs will depend on vendors and venue selection. PAAN will provide the funds for implementation.

Item	Estimated Cost (USD)	Notes
Venue & Logistics	\$10,000	Includes rental, permits, and local transport
AV & Production	\$12,000	Sound, lighting, LED screens, streaming setup
Branding & Design	\$5,000	Stage design, banners, backdrops, delegate kits
Delegate Management	\$3,000	Registration, ticketing system, ushers, helpdesk
Staff & Volunteers	\$2,500	Accommodation, meals, and stipends for team
Total Estimated Budget: \$32,500		

6. Past Work Samples & References

- **Seed Global Education Festival (Kigali, Rwanda, 26/10/2025)** – Coordinated 400+ delegates, speakers, volunteers, and branding/AV setup.
- **References:**
 1. Mr. Patient (Rwanda) – +250789892068
 2. Kayode Ambass (Nigeria) – +2348169418325
 3. Honor (Rwanda) – +250791105123
 4. Mr. Donny (Kenya) – +254742428875
 5. Mr. Christian (Rwanda) – +250785146661

7. Closing Statement

I, **Ndagijimana Samuel**, Event Manager based in Kigali, Rwanda, am ready to partner with **Pan-African Agency Network (PAAN)** to deliver a **creative, professional, and well-coordinated experience** for the Africa Borderless Creative Economy Summit 2026.

My experience with the **Seed Global Education Festival on 26/10/2025** demonstrates my capability in **delegate management, event coordination, hybrid event setup, and creative design**, making me a strong partner for PAAN Summit.