



# CATERING & EVENT SERVICES | UNIVERSITY OF WATERLOO CONFERENCE MANAGEMENT

Catering & Event Services here at the University of Waterloo offers exceptional services, value, venues and flexibility to exceed your expectations. We are host to many successful events each year and look forward to working with you to make your event the best yet! Contact us today for more information on our conference management services. Our team will work with you to put together a unique package that suites both your logistical and financial conference needs. We are here to help you every step of the way!

Package Details	Basic	Standard	Financial	Professional
	\$750 + 4.0%*	\$1300 + 4.5%*	\$3200 + 5.0%*	\$5225 + 5.0%*
Creation and maintenance of online registration form	x	x	x	x
Email correspondence to attendee (confirmation, receipt, incomplete, update)	x	x	x	x
Deposit registration revenue (credit card only)	x			
Remit taxes to Government of Canada	x	x	x	x
Creation of reports that will be stored on web-link for client to access as needed	x	x	x	x
Manage all conference registration inquiries from attendees		x	x	x
Management of registration revenue (credit card, cheque, internal transfer)		x	x	x
Process offline payments including cancellations & refunds (Basic - non refundable registration fee)		x	x	x
Process online payments including cancellations & refunds (Basic - non refundable registration fee)		x	x	x
Creations of Discount Codes	10 custom codes	15 custom codes	Unlimited	Unlimited
Develop, manage and report on conference budget			x	x
Receive sponsorship and other funding monies			x	x
Management of conference expenses (including travel claims & honourariums)			x	x
Provide regular budget updates with projections, actuals and final reconciliation			x	x
Travel arrangements for special guests			x	x
Coordination of housing arrangements				x
Coordination of catering and food service arrangements on campus				x
Coordination of room bookings and all setup details				x
Coordination of on campus audio visual requirements				x
Staff for Registration Desk - 2 hours on day of event				x



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Other Services Available:	
Creation of name badges	\$2.00/badge
Custom tickets for events	\$0.15/ticket
Manage on-site registration desk	\$75/hour per staff
Directional signage	\$20/sign
Assemble delegate kits	\$75/hour per staff
Attending conference committee meetings	\$75/hour per staff
Organization of tradeshow	\$10/exhibitor
Coordination of social event logistics: <ul style="list-style-type: none"><li>• Obtain quotes/negotiate contracts with venues and suppliers</li><li>• Coordinate all details of event with venue and suppliers, including transportation</li><li>• On-site management of logistical details of event</li></ul>	\$5/attendee/event
Coordination of delegate tours: <ul style="list-style-type: none"><li>• Act as primary contact with attraction/venue</li><li>• Coordinate itinerary, transportation and food &amp; beverage</li><li>• Prepare information packages for delegates</li></ul>	\$5/attendee/trip

*\*percentage of total conference revenue processed through Catering & Event Services*

**Note:**

- A package is required in order to add any additional services. If you wish to have any of these services without the pre-requisite, please inquire directly with our team for pricing. If there are any services you wish for us to provide that are not listed here, please inquire with us directly
- Our rates include all merchant and credit card fees and billing is based on 80% of estimated attendees or actual numbers registered
- All items listed are the price for our management services. Additional charges for rental, or purchase of related supplies and products will be charged at cost (i.e. items in delegate kits, rental of meeting rooms, purchase of catering, etc.)
- Please note that we require an average two week turnaround to create the online registration form