

EVENT PLANNING PRICING

EVENT PRODUCTION

SET/VENUE DESIGN  
 DECORATING  
 Facility/Venue Booking  
 Plan and Organize Event Program  
 Schedule (or host) all meetings with all participating parties (entertainers, facility/venue owners or managers, attorney's, etc.  
 organize and date reports, programs, and event schedule  
 Schedule Security

	PRICE/HR	PRICE/DAY	PRICE/WEEK
On-site Event Production	\$200.00	\$1,200.00	\$5,000.00
-additional staff (increments of 1)	\$21.00	\$350.00 *	\$1,050.00 *

\* Maximum cost, will vary depending on event activity

TRAVEL (MILES)						
	0-25	25-60	60-100	100-1000	1000+	OVERNIGHT
	\$25.00	\$50.00	\$100.00	\$300.00	\$500.00	\$500/day
	.27/mile	.30/mile	.35/mile	.50/mile	.50/mile	

GRAPHIC DESIGN

	PRICE/HR	FLAT RATE/DAY	OVERNIGHT /HR
compose brochures	\$50.00	\$300.00	+ \$50 MIDNIGHT SHIFT (10P - 10A)
-additional staff (increments of 1)	\$20.00	\$150.00	

Media Buys-arrange public bulletins (Interstate Bilboards, Mass transit ad)	\$35.00	\$210.00	N/A
additional staff (increments of 1)		\$105.00	N/A

design flyers and posters	\$25.00	\$600.00	+ \$25 MIDNIGHT SHIFT (10P - 10A)
additional staff (increments of 1)	\$18.00	\$105.00	MIDNIGHT SHIFT (10P - 10A)

design tickets and/or admission passes		\$300.00	+ \$25 MIDNIGHT SHIFT (10P - 10A)
additional staff (increments of 1)		\$50.00	MIDNIGHT SHIFT (10P - 10A)

Register Tickets/ Admission Passes	N/A	\$300.00	N/A
additional staff (increments of 1)	N/A	N/A	N/A