



RYAN A. WHITE

..... PRESENTS



CORPORATE & NON-PROFIT EVENTS

CORPORATE + NON PROFIT EVENTS

FROM GRAND OPENINGS AND PRODUCT LAUNCHES TO ANNUAL MEETINGS AND FUNDRAISING GALAS, WE CAN PRODUCE AND MANAGE YOUR EVENT EVERY STEP OF THE WAY. AS AN ORGANIZATION, WE UNDERSTAND THAT YOUR TIME IS BEST SPENT WORKING ON THE DAY TO DAY OPERATIONS OF YOUR COMPANY, AND EQUALLY IMPORTANT IS ENSURING A POSITIVE EXPERIENCE WITH EVERY PRODUCT OR EVENT THAT YOU PUT YOUR NAME ON. OUR EXPERTISE WILL ENSURE YOUR EVENT LEAVES A LASTING IMPRESSION ON YOUR GUEST WHILE GIVING YOU THE TIME AND PEACE OF MIND YOU NEED THROUGHOUT THE PLANNING PROCESS.

CORPORATE EVENTS

\$2250

Corporate events, whether on-site or off-site, are a great way to boost employee morale and reward employees for their hard work. Ryan A. White Presents provides professional assistance in creating memorable corporate events be it a holiday party, company retreat, morale event, team-building exercise, performance appreciation event, or promotions party!

CONFERENCES

\$1950

Conferences, seminars, business luncheons/dinners, and business meetings are a great way to gain exposure with the local community, develop clientele, and provide educational opportunities for yourself, your employees and your clients. Ryan A. White Presents provides professional assistance with everything from venue selection and design through post event strike (clean-up and tear-down). We handle all of the intricate details so that your focus can remain where it matters most...on your business!

NON-PROFIT EVENTS + FUNDRAISERS

\$1125

Raising money for a wonderful cause can be challenging enough on its own, let alone having to manage all the logistics along the way! Let our professional team help you reach your fundraising goals by handling all of the intricate details and assisting with event awareness and promotion.

COCKTAIL PARTIES

\$750

Sometimes we just need an excuse to have a party! Ryan A. White Presents can arrange your next Networking Event, Cooking or Wine-Tasting Class, Poker Night, Bachelorette Party or any other event just to celebrate!

ALL OF THE ABOVE PACKAGES INCLUDE BUT ARE NOT LIMITED THE FOLLOWING:

PLANNING AND PREPARATIONS

- Design Consultation to streamline your preferences, priorities, personality, taste and style, and then create a personalized event design and theme interweaved throughout all aspects of the event (from location, invitations, décor, attire, cuisine, etc).
- Create detailed event day timeline for vendors and event party
- Recommendations or suggestions via phone or e-mail
- Budget and Cost Analysis - Establish Priorities
- Assistance with Event Design, Theme, Décor, Selection of Event Party Gifts and Event Favors
- Create Event Floor Plan (as needed)

VENDOR COORDINATION

- Review vendor contracts and payments

- Coordinate and distribute event day timeline for vendors
- Provide information on duties
- Additional Vendor Referrals (within budget parameters, verify availability) and arrange meetings
- Locate, Verify Availability and Arrange Vendor Appointments
- Personal Attendance to All Vendor Meetings
- Track Vendor Deposits, Payments and Due Dates

EVENT DAY SERVICES

- Event Day Coordinator (up to 12 hours)
- 1 Additional Assistant Coordinator
- Setup supervision, overall management of event
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Coordinate event timeline – guest speakers, slide shows, presentations, awards, etc
- Greet guests and assist with seating arrangements