



Event Services & Rate Sheet

Pre Event Activities	Day of Activities	Post Event Activities
Venue Sourcing and Site Visits	Staff Management	Venue Load out
Permit Running	Attendee check-in	Administrative Work/Agent Services
Administrative Work/Agent Services	Venue setup	Budget Reconciliation
Off Duty Detail	Stage and Sound	Vendor Payments
Vendor Management	Lighting	
A/V Production planning	Decor	
Bar Management Service	Bar	
Decor Concept Consulting	Food	
Venue layout Consulting	Vendor Mgmt	

Individual Service Packages

Venue Scouting	Price	Bar Management	
Site visits	Based on Location	Liquor permit procurement	Based on Event Size and Scope of Work
Venue booking		Liquor license procurement	
		Inventory procurement	
	Inventory management		
Permits & Licenses		Staffing	
Event permit	County Based		
Event Insurance			
Liquor license	County Based	Audio Visual & Production Management	
Fire permit	County Based	Stage procurement	Based on Event size and Scope of Work
Tent Permit		Sound System	
Plumbing (potties)		Lighting	
Electrical (generator)		Electrical/Generator(s)	
		Permitting	