

UNIVERSITY of WISCONSIN
GREEN BAY

**Request for Conference Planning Services
Office of Outreach and Extension, UW-Green Bay**

We wish to provide you with the best possible event management services. This document will give us an idea of your service needs. You will receive a service quote for planning purposes. We realize that your needs may change. A more detailed service planning meeting will take place upon acceptance of our professional event management services.

Name of Event: _____

Date(s) of Event: _____

Location: _____

Target audience: _____

Estimated number of attendees: _____ **Estimated registration fee:** _____

ANTICIPATED SERVICES NEEDED (check all that may apply):

Professional Support

- Develop a planning timeline to ensure success
- Provide consultation on an ongoing basis throughout the entire planning process
- Provide comprehensive onsite management for your entire event
- Prepare post-event reports, including computerized rosters, a summary of evaluations, and a final financial accounting.

Registration Services

- Set-up registration database
- Accept registrations via mail or fax
- Accept web registrations
- Mail confirmation receipts
- Collect fees and manage all account receivables
- Make name badges
- Provide check-in roster, walk-in forms, receipts
- Create certificates
- Provide registration income report

Promotion and Marketing Support

- Design brochure copy that reflects the uniqueness of your event
- Coordinate printing of brochure
- Coordinate mailing of brochure
- Place paid advertisement in publications
- Draft press releases
- Host and design web page

Financial Management

- Develop preliminary budget for event
- Collect registration fees
- Maintain accurate records of activities, income and expenses
- Manage and pay all event related expenses
- Provide an accounting report at conclusion of event

Presenter & Program Support

- Confirm with speakers: audio-visual needs, biographies, and handouts
- Make accommodations
- Make travel arrangements and proper hosting of presenters
- Process reimbursements or honorariums
- Provide follow up correspondence with presenters and exhibitors
- Design and produce abstracts or proceedings books
- Reproduce speaker handouts
- Design Evaluation Form
- Assemble course handouts, folders, binders, etc.

Site Management

- Provide evaluation of potential sites
- Contract with facility for meeting space
- Contract sleeping room blocks
- Make catering arrangements
- Configure meeting space
- Make all audio visual arrangements

Other _____

Thank you.

