



Complete Corporate Event Management Service



Making your company look great is our number one goal for corporate events. Our professional events team works closely with you from initial contact right up until the conclusion of your event. They will share their experiences, help you get the best possible value from your budget and streamline your event planning. They follow our tried and tested systematic planning approach to ensure that nothing is overlooked and that everything runs smoothly on the day.



Some of the many services your event planner will co-ordinate:

- Catering
- Drinks
- Marquees
- Event equipment hire
- Decorations
- Theming
- Venue sourcing and booking
- Entertainment
- Security arrangements
- Transport and transfers

Your Guarantee

We offer a number of event service packages for you to choose between depending on the level of service you require. We the only company in Sydney that **guarantees you will save more** than the cost of the service package selected.



FREE
Standard Service
Package
(valued at \$900)

Why choose Crown Catering & Event Solutions to Plan and Manage your Event?

- 1. We guarantee that we will reduce the cost of your event by more than the event planning charge by negotiating large discounts and wholesale rates with the best suppliers.**
- 2. Free, no obligation initial site inspection and event consultation. Call us today to book yours.**
- 3. Free venue advice and recommendations from our extensive database including over 200 parks, sports grounds and gardens suitable for marquees. Valued at over \$350.**
- 4. Experienced and professional event planners follow tried and tested systems to ensure successful outcomes.**
- 5. We specialise in outdoor events and have extensive experience in all the special logistical requirements they entail.**
- 6. We can source and book venues and save you time dealing with permits and paperwork.**
- 7. Unique alternate marquee solutions for venues that refuse standard structured marquees.**
- 8. Experts in Sydney Harbour venues including islands and harbour cruises.**



Your dedicated event planner will be in regular contact to ensure every detail is covered and your specific requirements are met. On the day our team can be there to make sure everything runs according to your detailed event plan and can expertly handle any unforeseeable situations.

By choosing Crown Catering & Event Solutions, you can be assured of working with a professional and experienced events team who thrive on challenges.

Event Management Service Packages

		Standard	Silver	Gold	Platinum
Event Planning	Event planner guaranteed to save you at least:	\$900	\$1,990	\$3,490	\$4,900
	Personal consultations with Event Planner	1 (once booked)	2	4	Unlimited
	Venue option advice and recommendations	✓	✓	✓	✓
	Over the phone consultation	✓	✓	✓	✓
	Email advice relevant to your event	✓	✓	✓	✓
	Over the phone advice relevant to your event	✓	✓	✓	✓
	Provide our insurance certificates plus Liquor and Gold Licences	✓	✓	✓	✓
	Detailed site plan	✓	✓	✓	✓
	Detailed floor plan	x	✓	✓	✓
	Theme creation assistance	x	x	✓	✓
	Venue liaison and management	x	x	✓	✓
	Coordination with all external suppliers	x	x	✓	✓
	Final RSVP count and communication to all suppliers	x	x	✓	✓
	Contingency planning for any manageable unforeseen circumstances	x	x	✓	✓
	Event debrief	x	x	✓	✓
	Presentation planning and pitching to management/committee	x	x	x	✓
	Negotiating and sourcing of quotes from suppliers	x	x	x	✓
	Payments to suppliers	x	x	x	✓
	Detailed budget	x	x	x	✓
	Detailed timeline	x	x	x	✓
Accommodation management	x	x	x	✓	
On the Day	Number of coordinators present at event	x	1	1	2
	Meet and greet guests	x	✓	✓	✓
	Consult with parking and arrangements	x	✓	✓	✓
	Event registration management	x	✓	✓	✓
	Name cards handed out	x	✓	✓	✓
	Liaise with caterers and ensure they are organised and ready to serve on time	x	✓	✓	✓
	Check and finalise table settings and decorations	x	✓	✓	✓
	Showbag/goodies bag arrangement	x	x	✓	✓
	Check off of all suppliers present	x	x	✓	✓
	Liaise with all other suppliers in relation to timing and logistics	x	x	✓	✓
	Ensure safe OH&S practice is being followed	x	x	✓	✓
	Service pricing for events from \$5,000 to \$49,999	Free (\$900 value)	\$1,990	\$3,490	\$4,900
	Service pricing for events over \$50,000 (% of total value)	Free	7.50%	10%	12.50%

