

Ensure the success of your virtual event!

Professional Event Management Services



- Invitations *(e-mail)*
- Event websites
- Online registration forms
- Confirmations *(on-screen & e-mail)*
- Payment processing *(credit card)*
- Reminders *(e-mail)*
- Post-event surveys

All services are a la carte' except where noted.

Service	Rate	Description
Event Website	\$1,000 ¹	Our experts build a comprehensive micro website complete with a homepage, menu/navigation bar to sub-pages, registration page, and optional other pages (i.e. agenda, your contact information). Standard customization options include logo, colors, fonts and content. Additional customization available at \$150 per hour.
Online Registration Page	\$500 ¹	<i>(included with Event Website)</i> For those that want only a registration page, not an entire Event Website, our experts build a custom registration page for your invitees to link to. Upon successfully registering, people automatically receive online and e-mailed confirmations, and e-mailed reminders.
Registration Processing	\$2/registrant	Registrants are automatically tracked in our database. You have online access to real-time reports of how many people have registered, and who.
Credit Card Payment Processing	\$10/registrant	<i>(optional)</i> If you require advance payment for your event, your registration page will take the registrants to a payment screen. Our network authorizes their credit card and charges the specified funds. After your event we settle up. Until then, you have online access to registrants and payments.
E-mail Invitations <i>(included with website or registration page option)</i>	No charge	You provide the list(s) of invitees. We load them into our system and send everyone a custom, personalized email invitation, including a link to your event website or registration page.
E-mail Confirmation <i>(included with website or registration page option)</i>	No charge	Every registrant is automatically sent an e-mail confirmation within minutes of successfully registering online, in addition to the on-screen confirmation.
E-mail Reminders <i>(included with website or registration page option)</i>	No charge	Sent one week in advance, one day in advance, and the morning of the event. These e-mails remind them of the upcoming event and include instructions on how to join.
Post-conference Survey	\$250	We build and send your custom survey to every attendee. Results are automatically posted in our database and available for you online.

¹ Payment required in advance