YOUR LOGO

MONTHLY RETAINER

Monthly retainer for Client name

Event planning and management, from start date.

INCLUDED EVERY MONTH

Everything you get, every month.

Annual corporate events calendar

Detail

Vendor management

Detail

On-site team

Detail

ALSO INCLUDED

- Post-event report
- Priority dates

RESPONSE TIMES

REQUEST	FIRST RESPONSE	RESOLUTION
Urgent	hours	days
Normal	hours	days
Planned change	hours	days

MEASURES

What we report every month

X	X	X
Guest satisfaction	Budget variance	On-time run sheet

MONTHLY FEE

USD _____

Billed on the 1st of each month. Taxes extra.

EXTRA WORK

USD _____ an hour

Quoted in writing before work starts.

TERM AND NOTICE

- Minimum term of [ ] months
- Either side may end with [ ] days written notice
- Unused hours do not carry over unless agreed
- Scope and fee reviewed every quarter

NEXT STEPS

Start the retainer

Choose a package, sign below and we start on date.

✓ Accept and sign

Accepted for Client company
Name, signature and date

For Your company
Name, signature and date