

## Event Services Pricing

Level	Fee
Website + Registration Only	\$ 1,400
Onsite Event Services Only	\$ 1,800
Website Registration Pages + Onsite Event Services	\$ 3,000
Additional Items, Auction Items, Additional Packages + Online Bidding	\$ 100/hr

Travel expenses (flight, rail, lodging, rental car, ground transportation, mileage, parking and daily per diem expenses) are not included in the fee above and will be incurred depending on where the available person is traveling. Customary hotel reservations at a median rate will be arranged at a reasonable distance from the event location. In some instances, the representative may need to travel the day prior to the event due to the length of travel requirements. An estimated cost of travel expenses will be provided upon request.

## Event Services Provided

### Website + Registration

Design Greater Giving Home Page, Event Registrations, RSVP, Donation Page + Adding Event Sponsor Logos

### Onsite Event Services

Attend event detail calls + meetings prior to event date

Arrive up to 4 hours prior to event registration

Train volunteers/staff on Go Time, Storefront, Bid Assistants

Act as a central point of contact for mobile bidding questions, troubleshooting and training

Verify wireless network connectivity onsite

Assist with the setup of Auctionpay Card Reader devices

Assist with Data Entry as needed during event

Monitor Online Bidding registration process and administrative portal during event

Troubleshoot and oversee Greater Giving Event Products during event

Send text messaging as needed or requested

Stay through event check-out

Print event reports as requested

Event Representative is not responsible for computer hardware installation and technical support. Volunteers are required to be provided by the organization to assist with check-in/check-out and inputting auction sales during the event. The correct number of volunteers to attendees ratio will be determined prior to event. If representative is onsite longer than 8 hours, an extra charge will incur at a rate of \$100 per hour