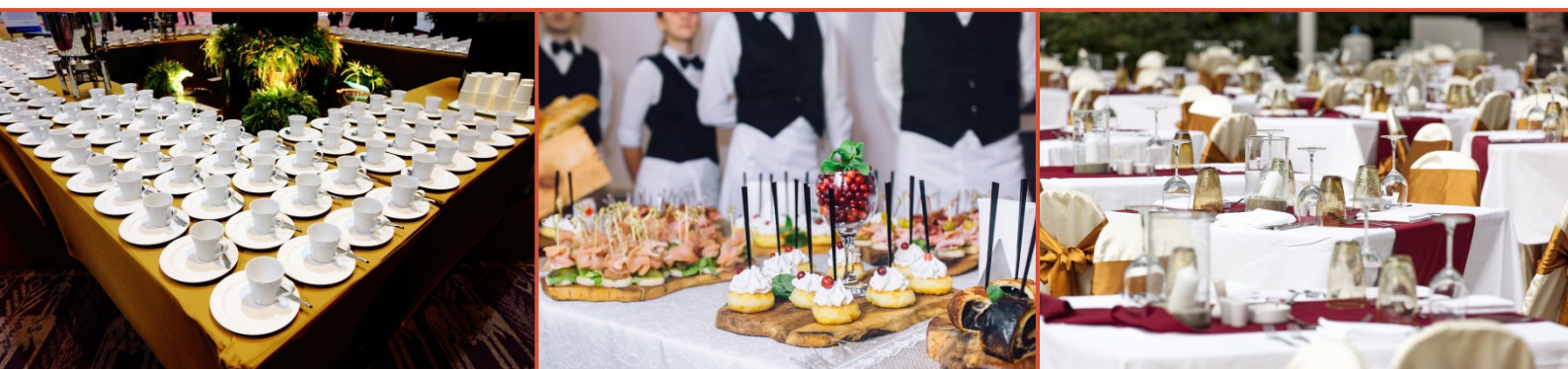




# ORANA CONVENTION CENTRE EVENT PROPOSAL



[Client name]

[Event date]

[Event name, if applicable]



# Table of contents

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Welcome to Orana Convention Centre.....	3
Who we are .....	3
Our services .....	3
Your event .....	4
Summary of event activities .....	4
Event details .....	4
Your needs .....	4
Event requirements.....	5
Options for event theme.....	6
Event program .....	6
Event budget.....	7
The next step.....	8

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## WELCOME TO ORANA CONVENTION CENTRE

Orana Convention Centre is situated in the heart of Sydney's vibrant Darling Harbour.

It is conveniently located close to Circular Quay, the CBD and the best of Sydney's attractions, including views over the spectacular Sydney Harbour.

Our sophisticated world-class convention centre is perfect for your next meeting, exhibition, conference, gala dinner or cocktail party. The modern, ergonomically designed venue boasts cutting-edge technology and services that will change your event from ordinary to amazing.

Orana Convention Centre has received a range of awards, including the prestigious 'AAA Best Conference Centre' for 2016.

Recently, we have successfully hosted the Lord Mayor's Ball, Starlight Foundation's Picnic under the Stars, International Cystic Fibrosis Conference and Australasian B2B Expo.

## WHO WE ARE

The team at Orana Convention Centre have successfully delivered events for more than seven years. We are committed to the highest standards of professionalism and service for our clients.

Our event organisers bring a wealth of knowledge and experience that spans entertainment, charitable causes, marketing and advertising, sporting and corporate events. We have a proven track record for successfully delivering events on time and on budget.

Our team is world renowned for their hospitality and commitment to excellence. On-site gurus customise and manage event requirements and culinary experiences. Our team of IT, AV and staging experts utilise the latest technologies to give your event that wow factor.

## OUR SERVICES

You can rely on us to manage end-to-end logistics for your event.

Services we offer our clients include the following.

- Event planning and budgeting – managing a detailed timeline and budget
- Supplier management – liaising with event vendors such as AV, catering, transport
- Staging and sets – coordination, set up and delivery of your event's production needs
- Speaker management – ensuring all speakers are prepared and at event site
- Donations – ensuring all funds raised are accounted for and receipts are issued
- Event registration – coordinating all online and event day registration requirements
- On-site event execution – setup, vendor supervision, attendee access and movements
- Attendee evaluation – capturing on-site and post-event feedback
- Post-event analysis – delivering a post-event report detailing achievements and providing recommendations for future events

## YOUR EVENT

*[A paragraph or two summarising event goals and objectives.]*

## SUMMARY OF EVENT ACTIVITIES

*[List or summarise activities to take place during the event. Global view only.]*

## EVENT DETAILS

Event name	<i>[Name of event]</i>
Date(s)	<i>[Date or period event is to be held]</i>
Location(s)	<i>[Name of room(s) or space(s) or if booking whole venue]</i>
Anticipated attendees	<i>[Figure forecasted by client]</i>
Event theme	<i>[If known at time of proposal]</i>
Goal(s)	<i>[Strategic goals of client]</i>
Event activities	<i>[Overview of activities held during the event]</i>
Target market	<i>[Anticipated target market for marketing and planning]</i>

## YOUR NEEDS

Here is a summary of our understanding of your needs and requirements for your event based on our discussions so far. We welcome your input to identify and further refine these details so, together, we can offer your guests the best possible experience.

*[General information only provided here if proposing event options below. If event theme already decided, provide specific details of event requirements.]*

Room layout	<i>[Setup of each room or area]</i>
Catering	<i>[F&amp;B or conference package]</i>
Audiovisual equipment*	<i>[Additional equipment sourced in-house or external supplier]</i>
Staging	<i>[In addition to standard venue and room inclusions]</i>
Talent	<i>[Type and number]</i>
Security	<i>[In addition to standard venue security]</i>
Specialist services	<i>[External services required]</i>
Marketing and promotion	<i>[Signage, banners, promotional materials, ticketing, programs, brochures]</i>
Décor	<i>[Décor items such as flowers, candelabras, chair covers]</i>
Accommodation	<i>[Type, price range, number of rooms]</i>

## EVENT REQUIREMENTS

*[List all requirements based on current identified needs. Include all requirements for concept or theme if it has been confirmed/finalised with client. Do not include requirements if concept or theme is only suggested as an option in this proposal.]*

Description	Orana responsibility	Client responsibility
Room hire	<i>[List specific requirements]</i>	<i>[Indicate specific equipment or services client responsible for, where applicable]</i>
Conference package		
Audiovisual		
Staging		
Talent		
Security		
Specialist services		
Marketing and promotion		
Décor		
Permits		
Signage		
Event registration		
Cleaning and maintenance		
Photographer		
IT services (web and app development and maintenance)		

## OPTIONS FOR EVENT THEME

Can't decide on a concept or theme for your event? Let us make some suggestions for you based on our years of experience hosting successful themed events.

*[Only complete if we are proposing an event theme. List all requirements based on proposed theme and event activities. Remove requirements that are unchanged from previous table. Delete heading and table if not required.]*

	Option 1	Option 2
Proposed concept and/or theme	<i>[General description of theme and associated activities]</i>	
Colour/logo/images	<i>[Colours to be used, logos, primary images throughout]</i>	
Theme-related activities	<i>[Activities undertaken directly relevant to the concept and theme, e.g., talent, music, performances, marketing, promotional materials, video or other presentation]</i>	
Décor	<i>[Décor items such as flowers, drapes, pictures, display stands, etc.]</i>	

## EVENT PROGRAM

*[List proposed event activities and timings. Modify to suit event. Delete template(s) if not required or information unavailable at this stage.]*

*[Sample conference plan]*

Event activity	Timing	Location
<b>Day 1</b>		
Registration	<i>[Start/finish times, 24 hour clock]</i>	<i>[Name of Orana space]</i>
Welcome and keynote speaker		
Morning tea		
Plenary session		
Lunch		
Workshop 1		
Workshop 2		
Workshop 3		
Afternoon tea		
Presentations		
Pre-dinner drinks		
Formal dinner		

*[Sample wedding dinner plan]*

Event activity	Timing
Pre-dinner drinks	
Guests seated	
Presentation of bridal party	
First course	
Second course	
MC/speeches/toast	
Third course	
Bridal dance	
Tea/coffee and dancing	
Bride and groom depart	
Bar closes	
Farewell guests	

## EVENT BUDGET

*[Modify content/cost centres as required to suit event and client requirements.]*

Description	Quantity	Cost
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Description	Quantity	Cost
<b>Estimated costs</b>		<b>\$</b>
Room hire		
Conference package		
Audiovisual		
Staging		
Talent		
Security		
Specialist services		
Marketing and promotion		
Décor		
Permits		
Signage		
<b>Total estimated costs</b>		
<b>Service fees</b>		
Registration coordination		
Cleaning and maintenance		
Photographer		
IT services (web development and maintenance, app maintenance)		
<b>Total service fees</b>		
<b>TOTAL PROPOSED EVENT BUDGET</b>		

## THE NEXT STEP

Once you have reviewed our proposal, please contact us to discuss and refine any requirements. We will then finalise all details and costs, and prepare a service contract.

**Your event coordinator**

**Signature**

**Contact details**

**Date**