

EVENT MANAGEMENT OPTIONS

FULL EVENT MANAGEMENT - £795 + VAT

As well as gaining access to our wide network of business contacts and the strength of the Chamber brand, holding an event in partnership with Inverness Chamber offers you the benefit of our knowledge and event planning expertise.

- Conception of event format along with title and promotional text
- Organising venue and managing set up and catering arrangements
- Dedicated event page with booking facility on Inverness Chamber website; managing event bookings, liaising with delegates and organising badging and delegate list
- Enhanced listing in fortnightly Inverness Chamber Events Bulletin up to time of events to over 1,000 named business contacts
- Up to three separate promotional emails to above named contacts; plus optional invitations to targeted individuals based on client needs
- Promotion via Inverness Chamber's social media channels (Twitter, Facebook and LinkedIn)
- On site event management on the day including event registration - usually 2 members of staff
- Chief Executive Stewart Nicol to open/close the event and facilitate Q&A if needed.
- Follow up event feedback from attendees and sharing of any presentation materials
- Association with the strong Inverness Chamber brand

If the event is free to attend, venue and catering costs would be additional to the above - as a guide, allow £500 + VAT for this depending on numbers attending and the level of refreshments being offered.

JOINT EVENT - £550 + VAT

Ideal for members who have some event management resource in house and where the focus is on partnership working between our two organisations

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- Enhanced listing in fortnightly Inverness Chamber Events Bulletin up to time of events to over 1,000 named business contacts
- Up to three separate promotional emails to above named contacts
- Promotion via Inverness Chamber's social media channels (Twitter, Facebook and LinkedIn)
- On site event management on the day including event registration - usually 2 members of staff
- Association with the strong Inverness Chamber brand

Partner is responsible for all elements of venue management including catering as well as providing text and images for event page and associated promotion.

MARKETING CAMPAIGN - £350 + VAT

Benefit from our wide network of business contacts to ensure that your event is marketed effectively.

- Dedicated event page leading to off site booking page
- Enhanced listing in fortnightly Inverness Chamber Events Bulletin to over 1,000 named business contacts
- Promotional emails to above named contacts
- Promotion via Inverness Chamber's social media channels (Twitter, Facebook and LinkedIn)
- Association with the strong Inverness Chamber brand

n.b: At all levels the partner must agree to open the event to all Inverness Chamber members.

CONTACT: EVENTS@INVERNESS-CHAMBER.CO.UK

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