

Event Name: _____

The following is a list of a la carte services that can be logistically managed by the Conference Department, offered on a fee-for-service basis, to support the planning of your upcoming event. Please review the services below and indicate preferred services for your event. This will enable our conference planning team to prepare a comprehensive budget and fee estimate tailored to your event's needs.

Custom Website & Marketing

- ☐ Custom Registration Page
- ☐ Custom Website
- ☐ Custom Branding
- ☐ Event Collateral
- ☐ Mobile App

Fiscal Support

- ☐ Create/Process Invoices and Purchase Orders
- ☐ Pay and Reimburse Travel Expenses
- ☐ Honorarium Payments
- ☐ Set Up/Process Payroll
- ☐ Grant Applications and Invoicing

Abstract Management & Poster Boards

- ☐ Create Abstract Portal
- ☐ Printed or Digital Abstract Book
- ☐ Coordinate Poster Board Logistics

Venue & Catering

- ☐ Research Properties
- ☐ Conduct Site Visit
- ☐ Negotiate/Secure Vendor Contracts
- ☐ Menu Planning
- ☐ Source Catering Options

Logistical Services

- ☐ Audio Visual Services
- ☐ Coordinate Parking Services
- ☐ Coordinate Event Transportation
- ☐ Arrange Off-Site Special Events
- ☐ Additional Vendor Contracting
- ☐ Sponsor/Exhibitor Logistics
- ☐ Continuing Education Units (CEU's)

On Site Management

- ☐ Branded Promotional Items
- ☐ Name Badges
- ☐ Event Signage
- ☐ Print Materials

Other Event Notes/Services:

By signing below, I acknowledge that I agree to the custom planning services by the UF Conferences Department that will be based on billable time/hours actualized in the final event budget.

Client Signature

Date