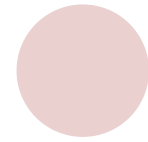




FUNCTIONS- WORK WITH US

2020/2021





EVENT PROJECT MANAGEMENT

R250 per hour

WE WILL BE THERE FROM START TO FINISH.

This service includes:

- Initial meeting in person
- All other meetings required via zoom or call/ unless freelanced into the office
- 1 free site visit to function venue once selected
- On the day coordination

All organisation partnerships are open to negotiation. Full costs and time requirements will be discussed in the initial meeting.

We work closely with all event partners to deliver your vision within your budget. This service includes on the day delivery ensuring everything runs smoothly. We deal with all the partners directly managing the planning process from the start. We will also source any suppliers required if necessary. We provide and update your full event budget, keeping track of all transactions. It will be our responsibility to ensure all partners are fully briefed before the wedding day and a full function sheet is agreed and signed.

Mkono will coordinate your event from the time the first supplier is due to arrive the morning of the event until all event formalities have been taken care of. We then managed the close of the event, strike down and clear up.





EVENT PROJECT MANAGEMENT

R250 per hour

WE WILL BE THERE FROM START TO FINISH.

Arrangements for clear down of the venue and collections of hired goods will be confirmed with the timeline.

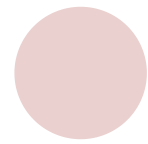
Excludes:

- Additional site visits/in person meetings will incur a transport fee.
- Should we be required to do any pick-ups and deliveries for a mock table set-up, a R250 transport cost will be charged
- Accommodation for the evening of the event

Types of functions:

- End of year functions & product launches
- One or multi day conferencing
- Exhibitions stand design and set up
- Delegate management and logistics
- Event design
- Inspiration speaker sourcing
- Online event creation and management
- AV design, sourcing and set up (staging, lighting, performances)
- Incentive travel and programme set up and delivery
- Many more





HOW TO BOOK OUR SERVICES

LETS CREATE YOUR PERFECT EVENT TOGETHER

We would love to work with you so let's get the ball rolling. With over a decade of international event experience, Mkono is the perfect partner for any event requirements. We cannot wait to work alongside you and help you deliver on all of your event requirements.

CONTACT US TO MAKE YOUR BOOKING!

EMAIL: EVENTS@MKONO.CO.ZA
CELL: 0739837203

