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**Our Forté’s Event Audit**

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| **Service** | **Details** | **Price** |
| **Signature Event Audit** | If you’ve been doing your event on an annual basis and continue hitting the same financial and engagement obstacles it is time for an Event Audit. Too often we get stuck in the way its always been done. With Our Forté’s Event Audit you will learn what is working and what needs an upgrade or to be ditched.  This is an evaluation and analysis of your fundraising event from front to back.  Areas of evaluation include: event format and show-flow, suppliers and vendors, fundraising initiatives, industry innovations (what sets your event apart from the competition) and awareness building strategy; are your guests fully engaged and connected to your mission?  The Event Audit process considers organization size, budget and volunteer vs. staff involvement and ratio.  Package Details:  **Initial Event Debrief**   * One hour meeting with your team to learn about your event   + Longevity of the event   + Overview of all fundraising activities   + Event program timing   + List of suppliers   + Specific areas of concern or consideration   **Two Event Auditors at your Event**   * We arrive at the event for doors open and participate as Guests from check in to good night * Visit and evaluate all on site fundraising activities * Evaluate suppliers (venue, catering, A/V, MC, Auctioneer, Entertainment, etc.) * Evaluate timing of the program * Engage with guests at our table for feedback / comments * Assess awareness building moments * Creation, Deployment and Collection of guest and sponsor survey (electronically post event)   *\*Note: Two tickets to be provided for the event auditors at no charge*  **Post Event Report**   * A detailed report will be created highlighting strengths and areas for improvement * Key sections will include:   + Fundraising   + Guest Experience   + Suppliers   + Awareness * Practical and tactical solutions for improvement   **Report Presentation**   * 1-2-hour meeting with your team to review the Event Audit   Review the budget and compare goals vs. actual numbers to analyze ROI and guest expectations | $2,499.00 |

**Our Forté Events – About Us www.ourforte.ca**

It all started over a cup of coffee and a dream for a more balanced life - (is this even a thing?).

We left our corporate jobs, the commute and time away from our families, in an effort for a more fulfilled life (both personally and professionally).

As we looked for ways to minimize stress and add more excitement to our own lives, we thought "what if we could do this for others?”

As passionate event fundraising experts, with a combined 18 years’ experience, we've seen first hand the stress events can cause an organization. Everyone on the team gets pulled in, other jobs get put on hold and tensions rise as everyone "tries to get through this.” But it doesn’t have to be this way! And in fact, this is how Our Forté Events was born.

As a boutique event management firm, we partner with charities, non-profits and philanthropic corporations to create and execute fundraising events and programs. Working with Our Forté Events allows our clients to maximize funds raised for their cause, save time and be more strategic in their fundraising solutions and approaches; stepping outside of the box and enjoying the work they do and the value they bring to the communities they support.

We want to work with you if:

* You are ready to change the way your organization approaches events
* You want to have fun during the planning process (because events are FUN!)
* You want your time back and want to give your staff their time back
* You are looking to minimize stress and burn-out
* And lastly.… you want to add **NEW** and **CREATIVE** ideas to your event, so you can engage and impress your stakeholders!

We know events are important in fundraising. They introduce new donors to your organization, help celebrate your stakeholders and are a great tool for stewardship. They don’t need to be something which brings stress to everyone in your organization, including you.

**The Team**

**Ashlee Livingstone, Event Director**

13 years Event Management experience with a specialty in logistics, creative solutions and on-site event production/execution.

905-320-1013

[ashlee@ourforte.ca](mailto:ashlee@ourforte.ca)

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**Jennifer Boyko, Event Director**

Organized event professional with a speciality in volunteer and people management, fundraising initiatives and on-site execution.

416-476-3518

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