

Corporate Event Management Services

*Transform Your Events into Unforgettable
Experiences!*

**Packages + General Terms & Conditions
Effective July 2023 (V2.4)**



First Class
HR SOLUTIONS

Corporate Event Management

At First Class HR Solutions, we are passionate about creating your perfect event. From Corporate Awards Nights, Team Building Days through to Annual End of Year Celebrations, we specialise in corporate event management consulting, helping businesses like yours plan, execute, and elevate their events to new heights.

Being a fully integrated solutions provider we provide a personalised approach, ensuring that your events leave a lasting impression on your attendees while aligning with your organisation's goals. Choose from our carefully designed consulting packages tailored to meet your specific needs.

Further, we have the policies and procedures to ensure that your event is not fun and engaging, but won't leave your business with a "HR Hangover" the following day when.

Why Choose First Class HR Solutions?

Experience and Expertise

Our dedicated team of seasoned event management consultants brings years of experience and a deep understanding of industry best practices. They have collectively organised a wide range of events within Australia's leading locations. Our dedicated Event Managers are independent and as such, don't receive commissions for selling one venue over another - meaning that we will find the perfect venue to make your dream a reality.

Tailored Solutions

We recognise that each client and event is unique. That's why we offer customised solutions that address your specific objectives, budget, and timeline. Our dedicated consultants work closely with you to design an event strategy that aligns with your brand identity and delivers measurable results.

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Comprehensive Event Assessment

Our consultants conduct a thorough evaluation of your existing event planning processes, identifying areas for improvement and implementing strategies to optimise your resources. We analyse every aspect, including budgeting, vendor management, attendee engagement, and post-event evaluation.

Strategic Planning & Execution

From conceptualisation to post-event evaluation, we guide you through every stage of the event management process. Our experts assist you in developing a strategic roadmap, creating a detailed project plan, and coordinating all logistics, ensuring flawless execution and a seamless attendee experience.

Creative Event Design

We believe in the power of creativity to make events memorable. Our team incorporates innovative concepts and engaging elements that captivate your audience and enhance brand recognition. We handle event theming, decor, audiovisual production, and interactive experiences, making your events truly extraordinary.



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Our Consulting Packages

All of our event packages include as standard the following inclusions, tailored to your business needs. Our dedicated consultants will discuss the best project plan with you!

Event Strategy Development

- Initial consultation to understand your goals and objectives
- Competitive analysis and market research
- Development of a comprehensive event strategy and action plan
- Budgeting and resource allocation guidance

Vendor Management

- Identification and selection of reliable vendors and suppliers
- Negotiation of contracts and agreements
- Coordination and oversight of vendor activities
- Quality control and performance evaluation

Attendee Engagement & Experience

- Creation of personalised attendee journeys and engagement strategies
- Development of interactive activities and networking opportunities
- Implementation of technology solutions for registration, ticketing, and feedback collection
- Post-event surveys and analysis for continuous improvement

Event Marketing & Promotion

- Strategic marketing planning and execution
- Branding and visual identity development
- Digital and traditional marketing campaigns
- Social media management and content creation

On-site Event Management

- Logistics planning and coordination
- Venue selection and setup
- Audiovisual production and technical support
- Guest management and on-site troubleshooting

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Contact & Costs

Contact us today to discuss how our consulting service packages can help your organisation harness the power of diversity and inclusion.

Together, we can create a workplace where everyone feels valued, respected, and empowered to reach their full potential.

At First Class HR Solutions, we believe that all businesses should be able to access high quality solutions and services. Contact us today for a no-obligation tailored quote and let's discuss how we can support your business.

Please either speak with your Business Development Manager or to contact Andrew Gatley (Founder + Director) directly;

CONTACT

Email: andrew@firstclasshrsolutions.com.au

Phone: 0421 082 097

Address: Ground Floor, 470 St Kilda Rd, Melbourne, Victoria, 3004



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Standard Terms & Conditions

Please read the following terms and conditions carefully before engaging our Corporate Event Management consulting services. By entering into an agreement with us, you acknowledge and accept the following terms:

Scope of Services:

- a. First Class HR Solutions (hereinafter referred to as "Consultant") agrees to provide event management consulting services as specified in the agreed-upon proposal or contract.
- b. The scope of services may include event strategy development, vendor management, attendee engagement, event marketing, on-site event management, and any additional services outlined in the agreement.

Client Responsibilities:

- a. The client agrees to provide necessary information, access to relevant resources, and timely feedback required for the successful execution of the consulting services.
- b. The client is responsible for obtaining any required permissions, licences, permits, or approvals related to the event.

Fees and Payment Terms:

- a. The client agrees to pay the consultant the agreed-upon fees as specified in the proposal or contract.
- b. Payment terms, including the schedule and method of payment, will be outlined in the agreement.
- c. Late payments may be subject to additional charges or interest as specified in the agreement.
- d. All payments for 3rd party suppliers shall be paid directly to the 3rd party unless agreed upon in writing.

Changes and Cancellations:

- a. Any changes to the scope of services, schedule, or budget must be agreed upon in writing by both parties.
- b. Cancellation fees shall be set in accordance with First Class HR Solutions standard policy and also the venue and/or any third party provider terms and conditions.
- c. If the client decides to cancel the consulting services, they may be subject to cancellation fees as specified in the agreement.

Confidentiality:

- a. Both parties agree to treat all confidential information shared during the course of the engagement as strictly confidential.
- b. Confidential information shall not be disclosed to any third parties without prior written consent from the disclosing party.

Intellectual Property:

- a. The consultant retains all rights to any intellectual property created or developed during the course of the consulting services, unless otherwise agreed upon in writing.
- b. The client may use any deliverables or materials provided by the consultant solely for their internal purposes related to the event.

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Limitation of Liability:

- a. The consultant shall not be liable for any indirect, incidental, consequential, or punitive damages arising out of or in connection with the consulting services, including but not limited to loss of profits, data, or business opportunities.
- b. The liability of the consultant shall be limited to the total amount paid by the client for the consulting services.
- c. First Class HR Solutions holds relevant Professional Indemnity Insurance for the consulting service. It is the clients responsibility to ensure that they have the relevant insurance for attendees.

Termination:

- a. Either party may terminate the consulting services by providing written notice to the other party.
- b. In the event of termination, the client shall pay for any completed work and expenses incurred by the consultant up to the termination date.

Governing Law and Jurisdiction:

- a. These terms and conditions shall be governed by and construed in accordance with the laws of the State of Victoria, Australia.
- b. Any disputes arising out of or in connection with these terms and conditions shall be subject to the exclusive jurisdiction of the courts of the State of Victoria, Australia.

Entire Agreement:

These terms and conditions, along with any agreed-upon proposal or contract, constitute the entire agreement between the consultant and the client and supersede any previous discussions, negotiations, or agreements, whether oral or written.

By engaging the services of First Class HR Solutions the client acknowledges that they have read, understood, and agreed to these terms and conditions.

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