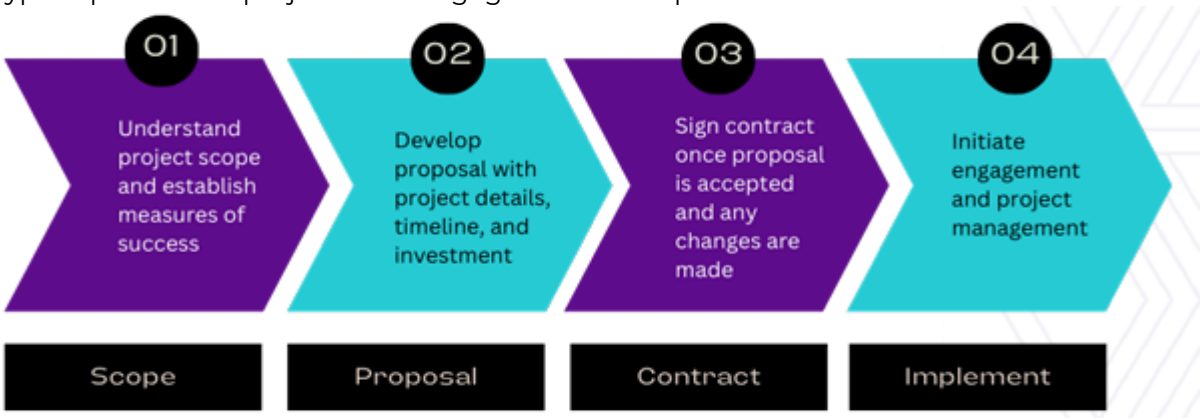
Training, Facilitation & Strategic Planning Services Overview

This document is designed to provide an overview of our approach and investment for training, facilitation and strategic planning services. It serves as a resource to help with planning and budgeting considerations. When you or your client are ready to move forward, regardless of project stage, or would like to discuss a full proposal, please contact Lindsay Thomas, Director of Client Engagement, at lindsay@eventgarde.com.

Scope of Work

Each scope of work will be developed on a case-by-case basis. This may involve a scoping conversation with you or your client, depending on your preference, to assess readiness, identify a problem statement, establish mutual measures of success, clarify the scope of work, and determine expected timelines and key milestones for the success of the engagement. In some cases, these elements may already be defined, and you will communicate the details directly with us. In other cases, you may want us to work with you and your client to co-create these details together. Just know that we are flexible and happy to accommodate the approach you think will be most successful.

The typical process for projects and engagements is depicted below:



Project Investment

Following is an overview of the typical investment for each engagement type. It is negotiable and project pricing is available on a case-by-case basis. In the absence of scope details, the following hourly rates provide a starting framework for budget purposes. Additional expenses may apply; see Expenses section for details.

Facilitation and DEIB Education/Training	Investment
Process Support: Communications, meetings/calls, document review/editing, etc.	$250/hour
Design: Development of a facilitation design plan, the drafting of	$500/hour

slides/handouts, and the creation of all post-session documentation.	
Facilitation: All in-person and virtual facilitation when an Event Garde facilitator is face-to-face with participants as the lead facilitator	$1,000/hour
Strategic Planning	**Investment**
Preparation & Design: Initial outreach email from Event Garde to share next steps and logistics, followed by a virtual kickoff session with key stakeholders to align on the purpose of strategic planning, review organizational documents and stakeholder mapping, define the strategic planning focus question, and discuss the environmental scan, stakeholder orientation, and in-person session logistics.	$1,500-$2,500
Environmental Scan: Surveying to gather insights on organizational milestones, strengths, weaknesses, and member benefits, followed by aggregating and summarizing data to identify themes and trends, and culminating in a virtual stakeholder orientation to review key organizational statements, data, and environmental scan findings, setting the stage for strategic planning.	$3,000-$4,000
Strategic Planning Facilitation: Facilitation of a highly interactive 8-10-hour typically in-person session to establish a practical vision, identify underlying contradictions and barriers, develop strategic directions to address these barriers, and conclude with a focused discussion on next steps and documentation to guide the organization toward its goals.	$8,000-$10,000
Focused Implementation: Facilitation of a virtual orientation to review implementation tools and timelines, as well as typically two, 2-hour virtual sessions identifying specific, measurable first-year milestones for each strategic direction, scheduling quarterly actions and 90-day implementation steps, and providing guidance on overcoming implementation challenges to ensure sustained progress.	$3,000-$4,000
Project Management, Documentation & 90-Day Check-in: Managing tasks and timelines, documenting key outputs and resources from the strategic planning process, and conducting a 90-day check-in with leadership to review progress, address challenges, and plan next steps.	$1,000-$1,500

Following is a representative list of expenses that would be separately tracked and invoiced throughout the engagement:

- **Travel Expenses:** Depending on the date, time, and location of any in-person meetings, one or more of the following expenses may apply: roundtrip coach airfare, ground transportation at the IRS standard mileage rate, cab or Metro fare, rideshare charges, car rental, parking charges, lodging accommodations, hotel/venue Internet access, meal expenses, and/or gratuities.
- **Supplies:** Event Garde shall identify a list of supplies needed to facilitate any in-person meetings. The company will have the option to purchase these supplies (including but not limited to tent cards, flipcharts, and markers) and deliver them

to the meeting, or may request that Event Garde purchase and deliver the items, then invoice the company for reimbursement.

Next Steps

Thank you for considering us as a partner in training, facilitation, and/or strategic planning services. We greatly value the opportunity to collaborate with you and are excited about the possibility of supporting you or your clients in achieving their goals. If you have any questions or would like to discuss next steps, please don't hesitate to reach out. We are happy to provide additional details or arrange a follow-up conversation at your convenience.

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