



BLANK
CANVAS

EVENT DESIGN

EVENTS
2018 - 2019



Blank Canvas Event Design is your one stop event solution.

We understand the need to impress. In fact, it's part of our DNA. We also understand the importance of service that's professional and timeous. Whether it's a product launch, year-end function or gala event, we can help you organise an experience that fits the bill and meets the requirements with creative flair and a dash of good old-fashioned fun.

Trying to impress clients with a "budget-friendly" event could seem like an impossible feat. Enter Blank Canvas. We turn brilliant ideas into stunning realities that balance needs and spreadsheets. We've also mastered the art of stress-free event planning, so you and your guests can truly sit back and enjoy the experience. We're based in the Western Cape, but our services extend to wherever the road may take us.



EVENT PACKAGE

R15 000
+ 10% of the overall
quote above R150 000

It includes:

A **brainstorming session** to tie down the look/ feel of the function and to get an idea of the exact nature of the function

We will source **all the suppliers** and handle all supplier liaison

We will handle **all payments**

This will include **one meeting in person** and **one meeting two weeks before** the function to run through everything and make sure all is in order

This will include **all electronic and telephonic correspondence** in the time leading up to the event, we are more than happy to set up skype meetings if needed

We will set up an **itinerary and running order of the day**

We will **oversee set-up and co-ordinate the event**



STAFFING

PER PERSON

WAITERS

R75 / hour

BARMEN

R85 / hour

SUPERVISOR

R110 / hour

TRANSPORT: R150 / car

For areas including Cape Town, Durbanville and surrounds and Winelands.*

PETROL: R4.50 / km

For areas outside of those specified above.*

FOOD: R30 / staff member

Unless supplied by the venue/caterer, we will send a food parcel with each staff member

STOCK: R50 / staff member

Unless supplied by the venue/client, we will send a non-slip tray, plain black apron, lighter, bottle opener and cloth with each staff member

We will send a Supervisor to all events where more than 4 of our staff is working. The Supervisor will be included in the total number of waiters required for the function, but his/ her duties will be to make sure the group arrives at the venue on time and that the shift runs smoothly. He will be the liaison between the venue manager/ chef and the group and will report back to us after the function.

*We always try to get at least 4 staff members per car where possible