



LEADING LADIES OF...

VIRTUAL EVENT SERVICES

Power your event with seamless excellence—engage the Leading Ladies Of... team for a flawlessly executed virtual experience.

◆ SERVICE PACKAGE: BASIC

We help you set up & prepare for your event.

- Scope & Requirements
- Back-End Event Design
- Platform Edits
- Customized Written Guides
- Production Director Training

From \$3,000

◆ SERVICE PACKAGE: ADVANCED

We help you set up & produce your event.

- Scope & Requirements
- Back-End Event Design
- Platform Edits
- Customized Written & Video Guides
- Exhibitor Training
- Poll Set-Up
- Event Rehearsal
- Production (1 day)
- Technical Assistance

From \$6,000

◆ SERVICE PACKAGE: PRO

We help you set up, produce & analyze your event.

- Scope & Requirements
- Back-End Event Design
- Platform Edits
- Customized Written & Video Guides
- Exhibitor Training
- Poll Set-Up
- Event Rehearsal
- Production
- Technical Assistance
- Chat Management
- Zoom Assets
- Zoom Chat Analysis
- Highlight Reel
- Event Soundbites

From \$10,000

DID YOU KNOW THAT ZOOM OFFERS EVENT SUPPORT AT A RATE OF \$400 PER HOUR?

We offer an affordable option without sacrificing quality.



‘I attended the 2023 Aerospace Summit. The Leading Ladies Of... team clearly has a great formula for producing virtual events.’

Liz Booker, Founder, Literary Aviatrix

ZOOM EVENT PACKAGES



Packages can be customized. Additional fees may be incurred.

	Basic	Advanced	Pro
Pre-Event			
Scope & Requirements	✓	✓	✓
Back-End Event Design	✓	✓	✓
Platform Edits	✓	✓	✓
Speaker Tech Training			✓
Exhibitor Tech & Booth Training	✓	✓	✓
Customized Written Guides	✓	✓	✓
Video Guides		✓	✓
Event Marketing	Add-On		
Poll Set-Up		✓	✓
Develop Run of Show			✓
Production Director Training	✓	N/A	N/A
Event Rehearsal		✓	✓
During Event			
MC	Add-On		
Event / speaker / Exhibitor Management		✓	✓
Troubleshooting / Technical Assistance		✓	✓
Chat Management			✓
Post-Event			
Zoom Assets			✓
Zoom Chat Analysis			✓
Thank You Video & Highlight Reel			✓
Event Soundbite Videos (up to 4)			✓

PROJECT SCOPE



LEADING LADIES OF...

Company Name:

Event Date:

Time of Event:

Primary Point of Contact:

Email:

Phone:

Other Contacts:

Name	Role	Contact Information

of Speakers:

of Exhibitors:

Anticipated # of Attendees:

Event Features:

- Exhibit Booths
- Expo Hall Booths
- Live Discussion Rooms
- Breakout Rooms / Networking
- Polls
- Speaker Back Drops
- On-Site Production
- How many?