Event Coordination

Events, conferences, logistics, and general event management across different time zones.

From €800/project

Hartona Ltd. | hey@hartona.org | www.hartona.org

What Is This Service?

End-to-end coordination of professional in-person events. From intimate board dinners to 200-person international conferences, this service covers every operational detail so the event runs seamlessly and the client is free to focus on content and relationships.

Based on experience coordinating events for UNFPA, ECFR, and corporate clients across Europe.

Who Is It For?

- International NGOs and think tanks hosting conferences or forums
- Companies organizing product launches, client summits, or team offsites
- Executives hosting board meetings, investor dinners, or press events
- Foundations running charity galas or fundraising events

What Is Included?

- Venue research, comparison, and liaison
- Speaker and participant communication, briefings, and logistics
- AV equipment coordination (technical specifications, supplier management)
- Run-of-show document and minute-by-minute schedule
- On-site or virtual coordination on the day of the event
- Catering, transport, and accommodation coordination
- Protocol management for VIP guests
- Post-event report: attendance, feedback summary, lessons learned

How It Works Process

Phase 1 Planning (4–8 weeks before)
- Kickoff call: goals, audience, format, budget, date, location
- Venue shortlist and recommendation
- Timeline and task plan delivered within 5 business days

Phase 2 Coordination (2–4 weeks before)
- Supplier and vendor confirmation
- Speaker/participant invitations, confirmations, and briefing packs
- AV technical rider prepared and approved
- Run-of-show drafted and circulated for review

Phase 3 Execution (Event day)
- Full on-site or virtual coordination
- Real-time problem solving and logistics management

Phase 4 Wrap-up (Within 5 days post-event)
- Post-event report
- Supplier payments tracking
- Thank-you communications to speakers and key guests

Timelines

Small event (up to 30 pax)	Minimum 2 weeks lead time
Medium event (30–100 pax)	Minimum 4–6 weeks lead time
Large conference (100+ pax)	Minimum 8–12 weeks lead time
Rush coordination	Available at +30% surcharge

Pricing

Small in-person event (up to 30 pax)	From €800
Medium conference (30–100 pax)	From €1,500
Large conference (100+ pax)	From €2,500
Ongoing event retainer	From €600/month (up to 2 events)
Payment	50% deposit at booking, 50% on completion

Travel expenses for on-site coordination outside Sofia are billed at cost.

Standards & Best Practices

- Event protocol standards applied for high-level formats
- All suppliers verified and contracted with written agreements
- Accessibility checklist included for all in-person events
- GDPR-compliant participant data handling
- Post-event report delivered within 5 business days