

Name of event	ONE PLUS TWO : CONNECTING THE UNCONNECTED
Event details	
Company name	One Plus Two Technologies Pvt Ltd
Purpose of event	Pre Launch of flagship mobile phone
Model	Multiverse 2
Date of event	25th March 2022
Time of event	19:00:00
Event coordinator	Mr. Jack Grealish
Location of event	Olive Terrace Bar and Grill
Website	http://www.oliveterracebarandgrill.com/
Contact person	Mr Smith (+1- 45849320)
Target audience –	Sellers, Online retailers, Hypermarkets
Agenda	To present the launch of the new Mobile phone and demonstrate its features
	Showcase compatibility with various smart devices
	Demonstrate user interface
	Demonstrate safety and privacy features
Objectives	To create awareness of the new phone and acquire pre-launch orders from sellers
Guest of honour	Mr. Dwyane Jhonson
Host	Miss Kathrene Whimmik
Speakers	Mr. Bjorn Ironside
	Miss Kim Carter
Number of guest	1000 (Based on invites sent)

Budget	
Total budget	\$ 10,000
Restaurant charges	\$ 8000
Signage	\$ 300
Audio/ Visual, PA system	\$ 300
Prints	\$ 50
Floral arrangements	\$ 150
Sponsors	Coke a Cola, T-Mobile, e-Books.com
Protocol (Licence/fire/local governing body)	Handled by the restaurant team
Invitations	
RSVPs (responsible person briefed)	Mr. Clive Suarez
Invitation list compiled	Yes
Mailing list generated/updated	
Invitation composed	Yes
Invitations sent	RSVP to be sent
Catering	
Cost per head	\$80
Upmarket or casual	Casual
Beverages	Orange juice, mineral water, tea and coffee (instant or percolated)
Snacks	Fruit platters, bagels, danish, bagettes, sandwiches, biscuits and cakes
Dinner	Mediterranean buffet
Self service or waiting staff	Waiting staff
Internal or external catering	Restaurant staff
Power required	NO
Equipment required	NO

Advertising	
	No advertising for this event as its RSVP only
Miscellaneous	
Signage	Ramsey Signages
<i>Contact person</i>	Mr. Alex Ramsey
Audio/ Visual, PA system	Loudtronix
<i>Contact person</i>	Mr. Jude Bellingham
Prints	Magic paper &Co.
<i>Contact person</i>	Miss Ameri
Floral arrangements	Petals and more
<i>Contact person</i>	Miss Richards