



HELPING HAND SERVICES

Are you under pressure to deliver multiple events for your company to tight deadlines but without a lot of internal event support? It can be overwhelming and lead to a lot of late nights and stressful work days. But it doesn't have to be that way.

That's where our Helping Hand team can help. Let Me Out Ltd, who own and operate Venyou.co.nz are specialists in event management.

Our events team are experts at organising meetings, conferences, events and retreats. We've been doing it for years and we LOVE IT!

We can get involved from the outset and manage your event from start to finish, including budgeting, sourcing venues, managing invites and guest lists, organising catering, entertainment, AV, production management bookings and invoicing or we can get involved at a smaller level to fill the gaps for you.

WHAT OUR CLIENTS SAY:

“ Let Me Out are

an extremely well organized,
easy going and efficient

team to work with. We have worked
together on many projects and Del

and her team are always really competent
and accurate their communications.

Let Me Out are a very fun and happy team
to work with, who I can highly
recommend.

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“ I just wanted to share a quick note and
let you know that Let me Out do a fantastic job

of organizing and facilitating company events and
social occasions – especially at short notice and with the curve
balls that my company like to throw in! It's really great how
easy you are to deal with, how after a short conversation you
know the business and tailor the solutions you offer to the
business needs, wants and quirks.



You definitely make my life as an EA easier I'm so
happy to work with you.

Thanks, Del & Cushla!



OUR SUPPORT SERVICES

As a guide, we offer two levels of support:

HELPING HAND	
	
<p>The Innovator Creative support to develop ideas or complete creative requirements for up and coming events</p>	<p>The Processor Hands on support to source and complete any event requirement</p>
<ul style="list-style-type: none"> • Innovation specialist • Senior Director level • Develops concepts and ideas to fit your event brief and budget • Provides implementation plan for selected ideas 	<ul style="list-style-type: none"> • Event Management specialist • Senior level • Designs itineraries and implements plans • Sources and books sub-contractors, suppliers, materials, equipment and event items • Provides set up and pack down support if required



\$150.00 + GST per hour
(minimum 3 hour contract)

\$85.00 + GST per hour
(minimum 3 hour contract)

WHAT HAPPENS NEXT?

1. One of our senior team will meet with you to brainstorm your requirements.
2. We will provide an estimate of time required to provide a Helping Hand.
3. We agree a timeframe for delivery.
4. Agreement signed and 50% deposit required.
5. Work completed balance invoice submitted including any costs for materials or expenses.
6. Balance payment required within 14 days of event completion, unless otherwise agreed in advance.

To make an enquiry contact us in one of the following ways:

- Call Del on +64 (0) 210 260 1273
- Email del@letmeout.co.nz
- [Complete the online enquiry form](#)