



conferences

team activities

team development

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## Fresh Tracks Conference Services

The prices below are guide prices and that we will always tailor packages to suit individual budgets and requirements. Please see over for a description of these options.

	<100 participants	101 – 250 participants	251 - 500 participants	501 – 750 participants	>751 participants
<b>MC/Speaker Services</b>					
Conference Facilitator	£1750 for half day; £2500 for full day				
Motivational Speaker	from £3000				
Celebrity Speaker	from £10,000				
<b>Filming/AV Services (costs will be dependent on facilities and prices charged by venue)</b>					
Company Film: budget one-use only	from £3000				
Company Film: professionally produced	from £8000				
Photographer	from £250				
Edited film of Conference	from £500				
Live Filming for Relay to Screens	from £500				
Technician	£250 per technician per day				
Projection/Screens	approx £300	approx £450	approx £650	POA	POA
PA system	from £175	approx £375	approx £600	POA	POA
Lighting system	approx £250	approx £400	approx £600	POA	POA
Staging	from £75	from £150	from £200	from £350	POA
Backdrop	from £75	from £175	from £200	from £350	POA
<b>Team Activities/Challenges (costs are per head and will be reduced if more than one option is selected)</b>					
Chocolate Challenge	approx £95	approx £65	approx £45	approx £25	approx £25
Team Totem Pole	approx £50	approx £35	approx £25	approx £15	approx £15
Storyboard Exercise	approx £55	approx £45	approx £35	approx £25	approx £25
Opening Ice Breaker	approx £25	approx £25	approx £25	approx £15	approx £15
Mid Morning Energiser	approx £50	approx £35	approx £25	approx £15	approx £15
Post Lunch Energiser	approx £50	approx £35	approx £25	approx £15	approx £15
Mid Afternoon Energiser	approx £50	approx £35	approx £25	approx £15	approx £15
Motivational Closing Exercise	approx £25	approx £25	approx £25	approx £15	approx £15
On foot Polaroid Treasure Hunt	approx £55	approx £45	approx £35	approx £25	approx £25
Themed/specially written Treasure Hunt	One-off writing fee of £750 + travel/expenses				
Tailored Seminar/Break-out session	approx £1500				
<b>Theming/Decorations/Gifts</b>					
Table Theming	from £5 per table (based on 6-8 per table)				
Table packs, pens, sweets, pads	from £1 - £5 per head				
Gift bags	from £5 per head				
Theming/Decoration in main hall	from £3000				
<b>Preparation/Planning</b>					
Project Management	£95 / £60 per hour				
Table Host Training	£1250 for a half day or £1750 for a full day of training for up to 25 participants				
<b>Additional Costs</b>					
Travel	@ 45p per mile for the return journey from Fresh Tracks site in Hertfordshire				
Overnight accommodation for staff/crew	Dinner, B&B as required; subsistence/day delegate rate as required				
VAT	On all applicable costs @ 20%				

## MC/Speaker Services

**A professional facilitator** will ensure that your event runs smoothly, introduce each session, highlight key themes, review progress throughout the day and ensure that learning points are reinforced throughout the programme.

**A motivational or celebrity speaker**, carefully selected to match your key objectives and style of event, can provide an unforgettable, fun and memorable session to entertain, inform or to underline the main message of your conference.

## Filming/AV Services

All kit and equipment is provided and managed by trained AV professionals. Screens, audio systems, lighting, staging and backdrops can be tailored to your budget, to a particular theme and to the size of the group. Please note that prices will depend on facilities at the venue and the set-up in the conference room. For more information on the film options, please contact us.



## Team Activities/Challenges



**Chocolate Challenge:** a hugely fun and extremely popular activity, this session lasts from 2-3 hours and asks participants to put together a box of chocolates from raw ingredients as well as a marketing plan to develop and sell their product. Tasting the ingredients is encouraged! Challenges encourage creativity, develop teamwork and focus on business learning.

**Team Totem Pole:** teams get creative as they produce colourful, totem poles to represent the range of skills and abilities within the group.



**Storyboard Exercise:** teams are given a storyboard, Polaroid camera and various props and equipment. Their task is to put together a storyboard for a film either about their organisation, or to illustrate the day's main themes.

**Opening Ice Breaker:** an informal and light-hearted exercise in which the aim is to begin to break down barriers and get participants talking to one another and finding out more about each other.

**Energisers:** creative, physical or mental challenges that reinforce the themes of the day, get people working together and keep energy levels up at key points in the programme.

**Motivational Closing Exercise:** at the end of the programme, a wrap-up session reviews the high points of the day and ensures that key learning points are highlighted with participants given specific take-home ideas or action plans.

**Polaroid Treasure Hunt:** a fun exercise in which participants are given Polaroid cameras and a list of clues to solve, photos to take and collection challenges to complete within a certain time. This takes place in and around the venue and can be tailored/themed to accommodate corporate identity or current projects or themes.

**Tailored Seminar/Break-out session:** seminar sessions on issues such as Trust, Communication, Leadership, Change or Team Work can be run throughout the day for groups of up to 30 as a break out session.

## Theming/Decoration/Gifts

Most venues will provide basic conference materials, however these can also be printed up with your logo or conference message. Gift bags, with a choice of contents, and themed decorations within the main conference room also make a huge difference to the atmosphere of the day.



## Preparation/Planning

**Project management** includes regular contact with your organisation, development of your programme, liaison with the venue and other suppliers to arrange set-up, catering, kit, equipment and any additional resources and the smooth running of your event on the day. We can also arrange accommodation, transportation and invitations to delegates.

**Table Host Training:** in advance of the conference, team/table leaders are identified and given a training session on the main activities of the day so that they can lead and encourage their team on the day. This training session can also be incorporated into a leadership or development programme within your organisation's own development scheme.