

**Technical specification of the event:**

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| **About the company** |  |
| **Name** |  |
| **Web** |  |
| **Sphere of activity** |  |
| **The EVENT,****Main features** |
| **Name** |  |
| **Dates of the event** |  |
| **Location** |  |
| **Quantity of guests** |  |
| **Type of event** |  |
| **MARKETING, CONCEPT** |  |
| **Marketing goals and objectives**(brand promotion, presentation, image maintenance, meeting with partners) |  |
| **The concept** |  |
| **Style (Eco, High-tech, Russian fairy tale, etc)** |  |
| **Decoration** |  |
| **Musical accompaniment** |  |
| **Scene, sound, light** |  |
| **Artists** |  |
| **Leader** |  |
| **Catering services** |  |
| **Location** (West Malling area, and so on) |  |
| **Transfer service** |  |
| **Advertising of the event** (mass media) |  |
| **The content** (video, presentation, etc.) |  |
| **Decor** |  |
| **The deadline of the project** |  |
| **Estimated budget** |  |

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