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www.buzzmaster.nl

Working with buzzmaster

5 Steps to Success

How nice that you would like to engage BuzzMaster for your upcoming event! Through this document we let you know what you can expect from us. It is our mission to energize corporate events with our BuzzMasters and the BuzzMasters technology! We want the audience to be able to join the discussion with ease and have fun while they are at it. In short, we want your audience to transform from passive observers to active co-creators of your event. To get there, we have come up with a 5-step plan for our customers:

Step 1: Advice

If you're interested, contact us. We're happy to assess whether BuzzMaster is suitable for your event and advise you on the costs.

Step 2: Preliminary meeting

Our BuzzMaster meets with you to explain the system. We give input on your event and suggest when to use which element of BuzzMaster. It is usually best to have the event's moderator join this meeting.

Step 3. The Setup

You and the BuzzMaster stay in touch ahead of the conference to determine the questions that will be asked. The BuzzMaster also makes sure your corporate and/or event logos are displayed on every device. We prefer you submit your data (i.e. questions and logos) at least one week before the event. Any last-minute changes or new questions? Not a problem - we can even adjust the system on the spot!

Step 4: The Event

Exciting! We'll be there at least 2 hours before your event starts to connect the system and go through the final details. We advise you to engage our BuzzMaster as an active 'sidekick' who works together with the host to motivate and energize the crowd.

Step 5: Evaluation

Naturally, we want to know what you thought of BuzzMaster at your event! We'll give you a call to talk through your experience. In addition, we will provide you with a detailed data report showing all the answers given, and a screenshot of all the actions

These company's and institutions
already use BuzzMaster



The fine print

When will the BuzzMaster arrive?

It is standard that our BuzzMasters are present 2 hours prior to the start of the event. In our experience, this is plenty of time for any potential adjustments. Of course, it is possible that you may want to BuzzMaster present even earlier. If this is the case, just inform us by e-mail. Attention: we bill €90,- (ex VAT) per extra hour.

Preliminary meeting

Each offer includes one preliminary meeting on location (this could be your office or any other location of your choosing). However, if you would like to have multiple meetings, just inform us by e-mail, and we will arrange it. Attention: we bill €90,- (ex VAT) per extra hour.

Deadline for payment

Our BuzzMasters are freelancers, whom we would like to pay on time. In order to do so we expect the clients to pay within 30 days. If your company usually has a longer payment period, please inform us, we will charge an extra fee.

Cancellation

If you decide to cancel, please be advised about the following costs. More than four weeks before an event, no costs. Between two and four weeks before: 35% fee. Between one and two weeks before: 75% fee. Less than one week: 100% fee. Please look at our website buzzmaster.nl for our general terms and conditions.

