



BROWNING ENTERPRISES, LLC  
BE THE CHANGE YOU SEEK

# BE PREPARED: PROJECT MANAGEMENT

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[www.browningenterprisesllc.com](http://www.browningenterprisesllc.com)

*Empowering Your Mission*

# NONPROFIT SERVICES

Our Nonprofit Services ensure your organization thrives while focusing on making a difference. We provide comprehensive support to maximize impact and sustainability.

## ***501(c)(3) Paperwork Preparation***

Assistance with filing for nonprofit tax-exempt status.

## ***Mission, Vision, and Core Values Creation***

Define your organization's core purpose and guiding principles.

## ***Grant Writing & Fundraising Support***

Secure vital funding for your nonprofit.

## ***Program Design & Development***

Design impactful programs built for success.

## ***Strategic Planning***

Develop long-term goals and strategies.

## ***Annual Report Writing***

Showcase your organization's achievements.

## ***Nonprofit Proposal Creation***

Tailor-made proposals for partnerships or sponsorships.

## ***Board Development & Training***

Strengthen leadership and governance.

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

***Note: All retainers require a minimum 6-month agreement. 12-month contracts are available at a reduced monthly rate.***

*Elevate Your Business*

# SMALL BUSINESS DEVELOPMENT

Our Small Business Development Services are designed to help your business grow efficiently, focusing on legal, operational, and strategic success.

## ***Business Registration & Compliance***

Ensure legal LLC setup and regulatory adherence.

## ***Strategy Development: Process, Automations, & Systems***

Streamline operations and workflows.

## ***Product, Class, or Course Development***

Design and structure marketable offerings.

## ***Email Marketing Campaigns***

Craft and schedule targeted email strategies.

## ***Document Creation & Management***

Organize essential business documents.

## ***Content Calendar Creation (Non-graphics)***

Plan consistent, strategic marketing content.

## ***Marketing & Branding Consulting***

Build a cohesive brand strategy.

## ***Technology & Systems Setup***

Set up CRM, payment systems, and business tools.

## ***SEO and Website Optimization***

Improve online visibility and search engine rankings.

## ***Business Health Check***

Periodic assessments to ensure operational success.

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

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*Tailored for Business Growth*

# STRATEGIC DEVELOPMENT SERVICES

Our Small Business Development Services are designed to help your business grow efficiently, focusing on legal, operational, and strategic success.

## ***Business Process Optimization***

Streamline workflows for efficiency.

## ***Automations and Systems Implementation***

Integrate automation tools to scale business functions.

## ***Growth Strategy Development***

Craft sustainable growth plans.

## ***SWOT Analysis***

Identify strengths, weaknesses, opportunities, and threats.

## ***Market and Competitive Analysis***

Gain insight into industry trends.

## ***Goal Setting & KPI Development***

Develop measurable goals and success metrics.

## ***Change Management Consulting***

Guide businesses through strategic changes.

## ***Risk Management***

Develop strategies to mitigate risks.

## ***Service Review***

Evaluate the effectiveness of your current services and identify areas for improvement.

## ***Pricing Structure Review***

Create custom pricing strategies based on market analysis and cost evaluations.

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

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12-month contracts are available at a reduced monthly rate.***

# SPEAKER DEVELOPMENT SERVICES

Our Speaker Development Services are tailored to support your growth and success as a professional speaker. We offer a comprehensive range of services designed to help you refine your craft, expand your reach, and build a lasting impact:

## ***Signature Speech Development***

Craft and refine engaging keynote or workshop presentations.

## ***Speaker Preparation Services***

Personalized coaching to prepare you for specific engagements.

## ***Stage Presence & Delivery Coaching***

Enhance your public speaking skills and confidence.

## ***Audience Engagement Strategies***

Develop techniques to effectively connect with your audience.

## ***Pitch Development***

Create compelling proposals for speaking opportunities.

## ***Booking & Event Management Assistance***

Help with securing and managing speaking engagements.

## ***Content Creation Coaching***

Guidance on writing blogs, articles, or books to enhance your brand.

## ***Podcast or Webinar Hosting Guidance***

Support for launching and managing your own podcast or webinar series.

## ***Speech Topic Development***

Brainstorm and develop new speaking topics aligned with industry trends.

## ***Post-Speech Feedback & Improvement Plans***

Detailed feedback and personalized growth strategies after your speaking engagements.

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

***Note: All retainers require a minimum 6-month agreement.  
12-month contracts are available at a reduced monthly rate.***

# ADDITIONAL SERVICES

In addition to our core services, we offer a range of programs and tailored solutions to meet your business needs:

## ***Business Bestie Mentorship Program***

One-on-one mentorship to guide you through business challenges.

## ***Training and Workshops***

Customized sessions to build skills and knowledge.

## ***Event Planning and Coordination***

Full-service event management for events.

## ***Specific Tailored Services***

Personalized business solutions based on your unique needs.

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

***Note: All retainers require a minimum 6-month agreement.  
12-month contracts are available at a reduced monthly rate.***

# PACKAGES

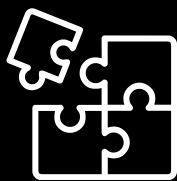
This guide outlines Browning Enterprises' tailored project management retainers designed to support nonprofits, businesses, speakers, systems, events, and operational growth.



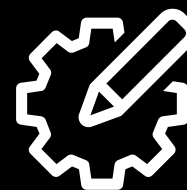
**ELITE  
PACKAGE**



**PREMIUM  
PACKAGE**



**STANDARD  
PACKAGE**



**BASIC  
PACKAGE**

***Note: All packages are custom-built to fit your needs.***

# **\$1350**/mo

## **ELITE PACKAGE**

**6 MONTHS CONTRACT**

**25 HOURS/MONTH**

*Comprehensive project management from start to finish*

*Detailed reporting on progress, challenges, and next steps*

*Risk mitigation and problem-solving strategies*

*4 Google Meet/Zoom check-ins (1 hr each) per month*

*Includes up to 5 service areas*

*Access to all other BE services & classes at a discounted rate*

### **VALUE ADDED FEATURES**

*On-demand phone/Zoom support for urgent issues*

*Custom project reports tailored to client needs  
(budget analysis, resource tracking)*

*Post-project retrospective to evaluate  
successes and lessons learned*

*Ongoing support for 1-2 weeks post-project to  
ensure smooth transitions*

*Priority scheduling for meetings and consultations*

*Additional hours or tasks will be charged at the hourly rate, \$125/hr*

*Note: All retainers require a minimum 6-month agreement.  
12-month contracts are available at a reduced monthly rate.*

**\$950**/mo

# PREMIUM PACKAGE

**6 MONTHS CONTRACT**

**20 HOURS/MONTH**

*Full project oversight, milestone tracking,  
and risk management*

*Team coordination for smooth collaboration*

*3 Google Meet/Zoom check-ins (45 mins each) per month*

*Includes up to 4 service areas*

*Access to all other BE services & classes at a discounted rate*

## VALUE ADDED FEATURES

*Quarterly progress reviews to assess and  
adjust project strategies*

*Access to advanced project management tools*

*Detailed performance metrics reports*

*Customizable project dashboard tailored to  
your specific needs*

*Additional hours or tasks will be charged at the hourly rate, \$125/hr*

*Note: All retainers require a minimum 6-month agreement.  
12-month contracts are available at a reduced monthly rate.*

**\$750/mo**

# STANDARD PACKAGE

**6 MONTHS CONTRACT**

**15 HOURS/MONTH**

*Project planning, resource allocation, and monthly reporting*

*Progress tracking to ensure milestone achievement*

*2 Google Meet/Zoom check-ins (30 mins each) per month*

*Includes up to 3 service areas*

*Access to all other BE services & classes at a discounted rate*

## VALUE ADDED FEATURES

*Priority email support for quick responses to inquiries*

*Access to a customized project dashboard for real-time updates*

*Monthly performance reports summarizing project progress*

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

***Note: All retainers require a minimum 6-month agreement. 12-month contracts are available at a reduced monthly rate.***

**\$550**/mo

# **BASIC PACKAGE**

**6 MONTHS CONTRACT**

**10 HOURS/MONTH**

*Task management and oversight of key tasks*

*Bi-weekly progress updates and timeline adjustments*

*1 Google Meet/Zoom check-in (30 mins) per month*

*Includes up to 2 service areas*

*Access to all other BE services & classes at a discounted rate*

## **VALUE ADDED FEATURES**

*Initial consultation (1 hour) to understand your project goals.*

*Access to a private resource hub with project templates and tools*

*Additional hours or tasks will be charged at the hourly rate, \$125/hr*

*Note: All retainers require a minimum 6-month agreement.*

*12-month contracts are available at a reduced monthly rate.*

# ADDITIONAL BENEFITS FOR ALL PACKAGES

## ***Included in Basic, Standard, Premium, and Elite Packages***

Client Resource Hub: Access to a private online resource hub with templates, guides, and project management tools.

## ***Included in Standard, Premium, and Elite Packages***

Discount for Long-Term Contracts: Receive a 5-10% discount when prepaying for 6 months or more upfront

## ***Available in Premium and Elite Packages***

Check-In Customization: Flexibility to adjust check-in frequency or focus based on client needs.

***Additional hours or tasks will be charged at the hourly rate, \$125/hr***

***Note: All retainers require a minimum 6-month agreement. 12-month contracts are available at a reduced monthly rate.***

***Payment Options: We accept invoicing, debit/credit cards, Afterpay, Klarna, and flexible payment plans for eligible clients.***

# OUTSOURCED INFORMATION

Additional Fees for Items Outsourced

*Graphics Package/Plan*

*Presentations*

*Website Management*

*Video Editing*



**Julliene Colipano, *Virtual Assistant***



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**+639367270913 (*WhatsApp*)**



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# What are you waiting for? **CONTACT US NOW!**

**Elevate your success with BE Browning Enterprises**

Expert guidance to help you reach new heights!

**SERVICES OFFERED:**

- Project Management
- Personalized Mentorship Programs
- Speaker Preparation Services

**SESSIONS OFFERED:**

- 1-on-1 Sessions
- Group Sessions
- Workshops

**PRODUCTS OFFERED:**

- Videos and Digital Downloads

Please book all sessions at  
[www.browningenterprisesllc.com/sessions](http://www.browningenterprisesllc.com/sessions)

[www.browningenterprisesllc.com](http://www.browningenterprisesllc.com)

## Contact Information



[info@browningenterprisesllc.com](mailto:info@browningenterprisesllc.com)



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