



Event Management Services

Our event planners are experts in managing in-person, virtual and hybrid conferences, trade shows, meetings, educational programs, expos, social events, galas, golf outings and fundraisers.

Planning

- Site selection and contract negotiations
- Develop work plan, timeline and event program schedule
- Vendor/supplier liaison
- Volunteer and committee assistance/management
- Registration lists, nametags and other event materials
- Obtaining presenters/topics; continuing education credits
- Venue logistics and event flow (room layout, AV, signage, etc.)

Financial

- Develop/manage event budget, A/R and A/P
- Exhibitor and sponsor solicitations and support
- Mail, electronic, and on-site payment processing and reporting
- Reconciliation and billing



Marketing

- Create/manage marketing plan
- Design event website and online registration forms
- Design event promotional materials (print & electronic)
- Direct mail, social media, and email marketing
- Brochure and conference material design and development
- Design solicitation materials for sponsors and exhibitors

On-Site Support

- Staffed registration table and payment processing
- Distribute name tags and event materials
- Exhibitor coordination and support
- Volunteer training and management
- Hotel staff liaison and coordination
- Crisis management

Post Event

- Post event e-surveys to attendees, exhibitors and sponsors
- Thank exhibitors and sponsors
- Committee/leadership wrap-up meeting
- Meeting profile sent to the committee