

# Full Service Event Management

We understand that all of our clients have different needs and we can offer a personalised service that suits you and your event requirements.

We can take control of every detail of your event, from conception to delivery, taking the full responsibility to leave you free to get on with your day-to-day work. Or we can provide expert help in whichever areas you need it.

Whatever your needs we will work with you to ensure that your event effectively promotes your brand values, key messages and business objectives and works as an integral part of your communications strategy.

And you can rest assured that every element of your event will be handled meticulously and tailored to the individual needs of your audience, ensuring success that leaves a lasting impression with your

## We will:

- Find and book the perfect venue
- Liaise with the venue and book all venue requirements
- Plan all the logistics and provide on-site management
- Produce event concept designs
- Build sets and produce table displays and decorations
- Produce event website for you event
- Select and manage conference/event speakers
- Plan and manage transport arrangements
- Manage delegate registration – invites, online registration and on the day registration including badges and packs
- Manage production of leaflets, gifts and promotional materials
- Manage health and safety planning and risk assessment
- Provide post-event evaluation and feedback
- Manage the event budget and provide weekly updates reporting throughout the project

