



Event Management Services

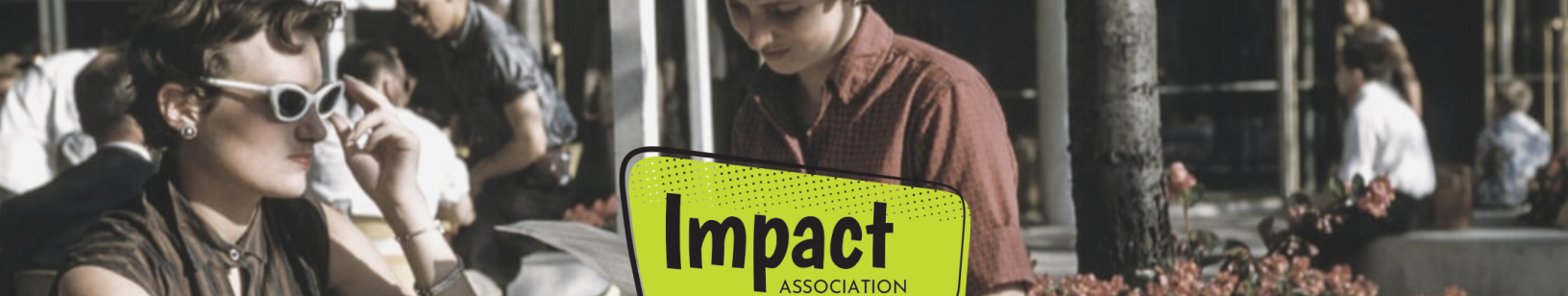
Our EAs are experts in supporting educational programs, annual conferences, workshops, trade shows, symposiums, expos, social events, fundraisers, and webinars. Whether your event is in person or virtual, our team can manage your full event planning needs, including:

PLANNING

- NEGOTIATE VENUE SPACE, FOOD AND BEVERAGE, A/V AND SIGNAGE, AND HOTEL CONTRACTS
- ASSIST AND COMMUNICATE WITH EXHIBITORS, VENDORS, SPEAKERS, AND SPONSORS FOR ALL ARRANGEMENTS, MATERIALS, PAPERWORK, MARKETING, ETC.
- ONLINE REGISTRATION SET-UP, MAINTENANCE, AND REPORTING
- CREATE REGISTRATION LISTS, NAME TAGS, AND OTHER MATERIALS FOR EVENTS
- DEVELOP SCHEDULE AND CONFERENCE TIMETABLE
- VOLUNTEER AND COMMITTEE ASSISTANCE/MANAGEMENT

FINANCIAL MANAGEMENT

- ONLINE REGISTRATION PAYMENT PROCESSING
- DEVELOP AND MANAGE EVENT BUDGET
- DEVELOP AND SUPPORT SPONSORSHIP SALES PLAN (IF NEEDED, WE DO HAVE OUTSOURCED HELP AVAILABLE AT AN ADDITIONAL FEE TO SELL SPONSORSHIPS)
- COLLECT FEES ONSITE
- SUBMIT INVOICES FOR APPROVAL AND SUBMIT PAYMENT TO VENDORS



MARKETING

- BROCHURE AND CONFERENCE MATERIAL DESIGN AND DEVELOPMENT
- CREATE AND MANAGE MARKETING SCHEDULE
- CREATE AND DISTRIBUTE INVITATIONS VIA EMAIL
- CREATE EVENT CONTENT FOR WEBSITE, SOCIAL MEDIA, AND E-NEWSLETTER, POST TO ALL OUTLETS
- MANAGE CEU REQUEST AND SUBMISSIONS, IF APPLICABLE

ON-SITE SUPPORT

- VENUE LOGISTICS (ROOM LAYOUT, A/V, SIGNAGE, ETC)
- FOOD AND BEVERAGES
- ATTENDEE REGISTRATION
- STAFF REGISTRATION DESK, DISTRIBUTE BADGES AND MATERIALS, AND TRACK ATTENDANCE
- MANAGE VOLUNTEERS, SPONSORS, AND SPEAKERS

POST-EVENT

- HELP DEVELOP AND SEND OUT POST EVENT E-SURVEY
- MANUAL ENTRY OF CORRECT REGISTRANT INFORMATION IN REGISTRATION SYSTEM, PREPARE REPORTS
- POST EVENT FINANCIAL RECONCILIATION AND BILLING

COST SAVINGS

- WE DEMONSTRATE THE EFFECTS OF OUR NEGOTIATIONS IN A SUMMARY REPORT OUTLINING ALL COST SAVINGS INCLUDING HARD DOLLAR, HUMAN CAPITAL INVESTMENTS, AND RISK MITIGATION