

Meetings & Conference Planning Services

Pre-Conference Management

- ✓ Submit RFP to prospective sites and manage site selection process
- ✓ Conduct site visits
- ✓ Create conference schedule/meeting space assignments
- ✓ Negotiate contracts for all venues to include convention centers, hotels & off site venues
- ✓ Identify conference theme
- ✓ Create detailed monthly planning calendar
- ✓ Create conference marketing plan
- ✓ Create social media marketing campaign
- ✓ Maintain conference database
- ✓ Maintain conference website
- ✓ Create & manage conference email campaign
- ✓ Manage direct mail campaigns
- ✓ Conduct pre-conference planning meetings
- ✓ Work with conference center, selected host property and overflow properties to ensure that all details are coordinated as communicated and that appropriate rooms are assigned
- ✓ Develop a strong working relationship with key conference center management and hotel management staff to ensure the success of the meeting from all departments
- ✓ Coordinate menu selection and food & beverage set-up
- ✓ Coordinate and negotiate prices for all functions requiring food and beverage
- ✓ Provide guarantees and review all Banquet Event Orders
- ✓ Manage the Audio/Visual and Equipment components
- ✓ Provide any key hotel resume information on group and master billing
- ✓ Preview and select appropriate entertainment
- ✓ Make appropriate arrangements for entertainment on site
- ✓ Coordinate design of and proof all printed materials including invitation, program, and signage
- ✓ Block rooms for staff, speakers, and special guests
- ✓ Track pick-up of room blocks and work with hotel on adjustments
- ✓ Coordinate gifts and amenities for attendees and VIP's per hotel contracts

Registration

- ✓ Implement efficient, accurate pre and on-site registration procedures and systems
- ✓ Assist in preparing registration bags & attendee gifts

Sponsors/Exhibitors

- ✓ Create all custom and in-kind sponsorship packages
- ✓ Communicate conference details to potential sponsors via mail and email
- ✓ Maintain sponsor database
- ✓ Coordinate all sponsor benefits for maximum exposure - logos, web links and promotional opportunities included in sponsorship packages
- ✓ Manage sponsors/exhibitors on-site



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Speakers/Facilitators

- ✓ Work closely with conference committee to identify prospective speakers & sessions
- ✓ Review and negotiate contracts
- ✓ Confirm speaker arrangements and coordinate a/v requirements
- ✓ On-Site Conference Management
- ✓ Arrive one day prior to the meeting and conduct the facility pre-conference meeting
- ✓ Oversee registration area
- ✓ Oversee all meetings and functions during the conference
- ✓ Ensure all set up requirements coincide with the approved banquet event orders
- ✓ Make adjustments in schedule, podium announcements and other onsite arrangements

Financial

- ✓ Create conference budget and revise when necessary adjustments are approved
- ✓ Maintain budget vs. actual reports
- ✓ Receive and deposit all payments, reconcile with registration records
- ✓ Create invoices for registration and sponsorship
- ✓ Handle collections process for any unpaid invoices

