



1. understanding your needs

Client briefing / Pre-event survey / Strategic event advisory

2. project planning & development

High level program development / Budget forecast / Destination & venue assessment / Project management plan / Resource & task allocation - plan & summarise to client

3. destination & venue selection

Supplier contracting & negotiation / Accommodation & venue management / Site inspections

4. event communication

Communications strategy / Event theme, graphics & logo / Teaser campaign / Collateral creation and production / Speaker engagement and management / event website / On-line registration systems / Printing & signage / Gift sourcing & merchandising

5. developing program content

Formal awards celebrations / Networking events / Themed dinner events / Partner programs / Team building activities / Business sessions

6. sponsorship & key stakeholder management

Engagement criteria / Procurement

7. AV & technical direction

Audiovisual recommendations / Speaker support / Presentation collation / Lighting design / Video production / Special FX / Photography / Onsite operations team

10. post event evaluation

Client review / Post event survey / Budget finalisation and payment / Final financial reporting to client

9. on-site services

Manage program execution / team briefings / Arrival & departure process / Hospitality / On-site delegate communications / Meeting & exhibition requirements / Gifting / Signage / VIP, speaker & sponsor management

8. event logistic confirmations

Supplier briefing, negotiation and management / Delegate communication and on-line registration / Program structure, content and activities / Stakeholder and delegate care / Hotel management / Travel and transfers / Managing event tasks