



WHAT WE OFFER

Things We Do:

Pre-Event Preparation:

- **Venue Management:** Find and maintain relationships with venues (guest room blocks, event spaces).
- **Vendor Coordination:** Source, negotiate, and communicate with vendors (florists, caterers, etc.).
- **Catering Organization:** Arrange catering for guests and staff.
- **Speaker and Sponsor Liaison:** Coordinate with speakers, exhibitors, and sponsors to meet their needs.
- **Guest Management:** Set up and maintain guest lists and RSVPs; organize seating charts and table plans.
- **Material Printing:** Print materials like nametags, table tents, and programs.

Event Management:

- **Event Setup:** Lead event setup with hands-on support; collaborate with C&E and CTS.
- **Vendor Support:** Welcome and organize vendors and exhibitors; serve as their main point of contact.
- **Problem Solving:** Assist vendors, sponsors, and partners with any issues.
- **Guest Support:** Welcome guests and ensure they enjoy the event.
- **Technical Support:** Assist speakers and sponsors with technical setup and troubleshooting.
- **Event Takedown:** Assist with takedown and gathering belongings at the venue.

Post Event:

- **Administrative Tasks:** Manage attendance and feedback forms.
- **Thank You Notes:** Write thank you notes to vendors, sponsors, and stakeholders.

- **Feedback Collection:** Manage surveys and collect post-event feedback.
- **Data Collection:** Gather data to analyze and plan future events.

Things We Can't Do:

- **Invoice Management:** We cannot handle invoices and payments; we can nudge but it's departmentally managed.
- **Website Creation:** We do not create websites; Communications can assist with that.
- **Travel Booking:** We do not book travel. We can initiate contact with the travel office for speakers.
- **Post-Event Emails:** We do not send post-event emails to guests.