



## **Detailed Sampling of “what we do”**

- ✓ Program Development: agenda, theme, logo... aligned with your goals
- ✓ Site search: hotels, venues, cities, regions, countries, unique stuff
- ✓ Contract Negotiation: reviewing, revising and recommending on your behalf
- ✓ Budget development, management and reconciliation: watching the spend before, during  
and after
- ✓ On line registration management: our system or yours
- ✓ Guest registration and information: electronic or manual, efficient, friendly, happy people
- ✓ Conference collateral: badges, packets, handouts, gifts: we fluff and stuff
- ✓ Group Housing: managing lists, managing check in, managing pick up
- ✓ Travel Management: planes, trains, automobiles and more
- ✓ Audio visual coordination: from basics to full-on production
- ✓ Exhibit and trade show management: formal or informal, traditional or unique
- ✓ Ground transportation: airport, outings, special rides for special people
- ✓ Free time activities: golf, spa, tours, dining ... what's your pleasure?
- ✓ Food and Beverage: menu design, venue communication, on-site coordination
- ✓ Security, emergency & medical: plan for the best but prepare for the unexpected
- ✓ Office and administration: connections, copies, communication
- ✓ Staff: develop the best possible staffing plan, hire the best possible people to achieve the  
best possible results