



event logistics, inc.



Creating Meetings
and Events for

YEARS

eventlogistics.com

Event Logistics, Inc.

Meeting Planning

Description of Services

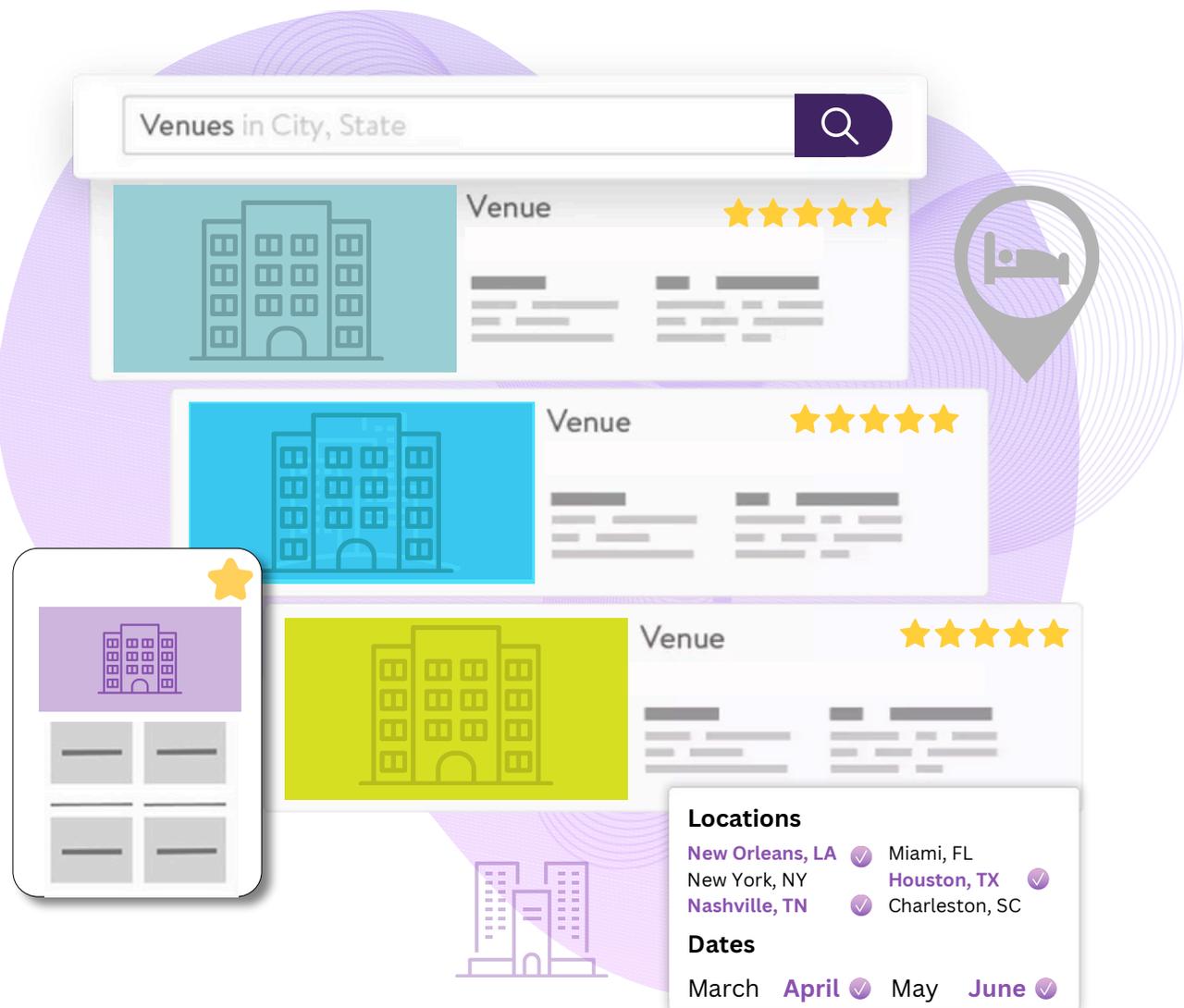
Since 1994 Event Logistics, Inc., has specialized in comprehensive meeting planning services. Our approach is tailored to meet the unique needs and scale of each event we manage and produce. As a fee-based organization, our pricing structure is designed to reflect the specific requirements and complexity of your meeting.

List of Services

<u>Site Research and Selection</u>	<u>3</u>
<u>Hotel Contract Negotiation/Review.....</u>	<u>4</u>
<u>Hotel Room Block.....</u>	<u>5</u>
<u>Registration Site Production and Data Management.....</u>	<u>6</u>
<u>Registrant Name Badges.....</u>	<u>8</u>
<u>Event App Production.....</u>	<u>9</u>
<u>Meeting Management.....</u>	<u>11</u>
<u>Special Event Management.....</u>	<u>12</u>
<u>Destination Management.....</u>	<u>13</u>
<u>Meeting Theming & Collateral Materials.....</u>	<u>14</u>
<u>Graphics (Visual Identity).....</u>	<u>15</u>
<u>Audio Visual Production & Management.....</u>	<u>16</u>
<u>Speakers and Presenters.....</u>	<u>17</u>
<u>On-Site Registration and Staff Support.....</u>	<u>18</u>
<u>Sponsorship Marketing/Fulfillment.....</u>	<u>19</u>
<u>Tradeshow & Vendor Exhibits.....</u>	<u>20</u>
<u>Budget Management</u>	<u>21</u>
<u>Post-Conference Reporting and Accounting.....</u>	<u>22</u>

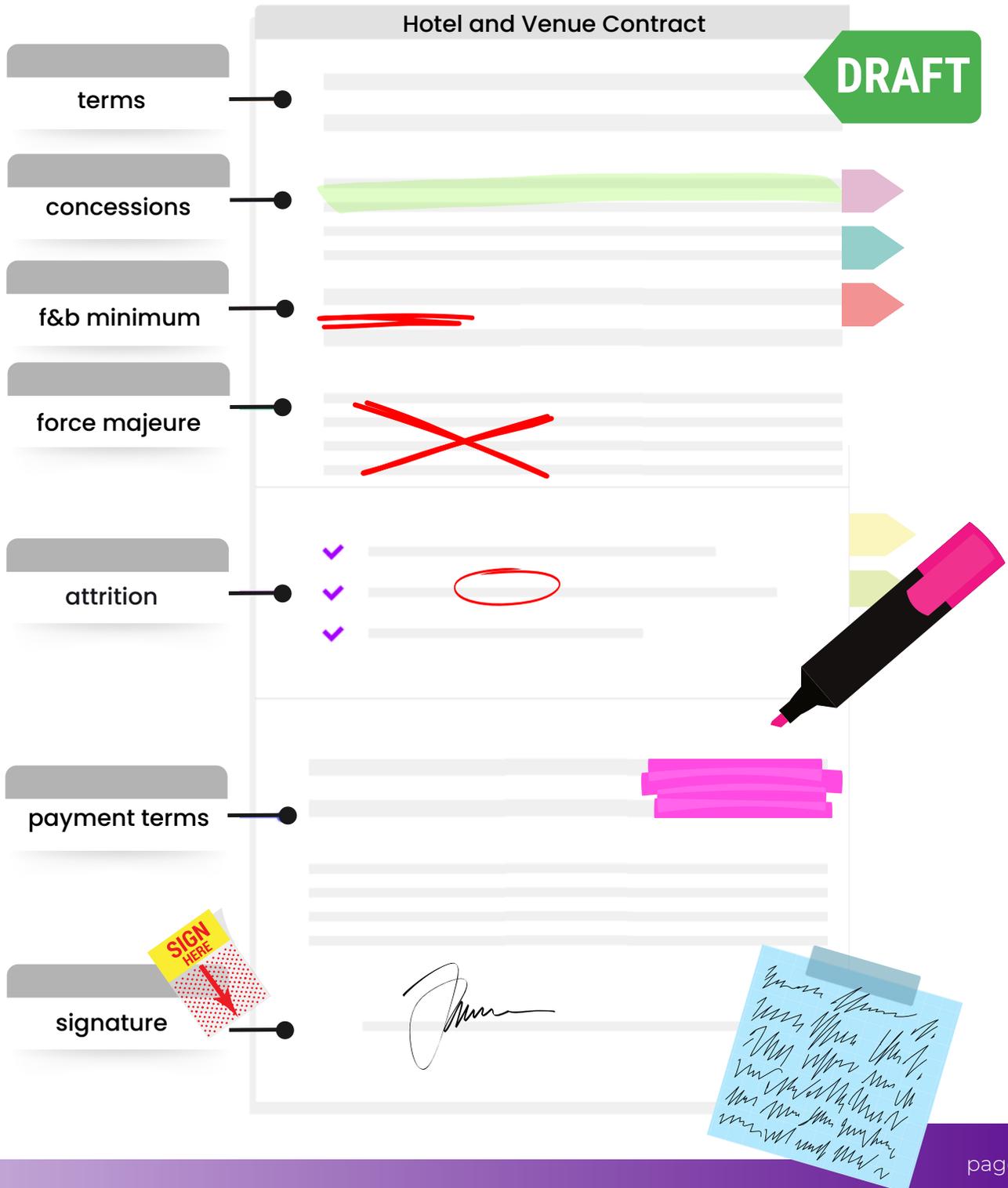
SITE RESEARCH AND SELECTION

At Event Logistics, Inc., we go the extra mile by meticulously crafting a comprehensive request for proposal (RFP) based on thorough analysis of past meeting history, ensuring that every aspect of your event is considered. We then distribute this RFP to all suitable hotels and venues, diligently compiling and presenting all returned proposals for a meticulously vetted decision-making process on the optimal venue for your event.



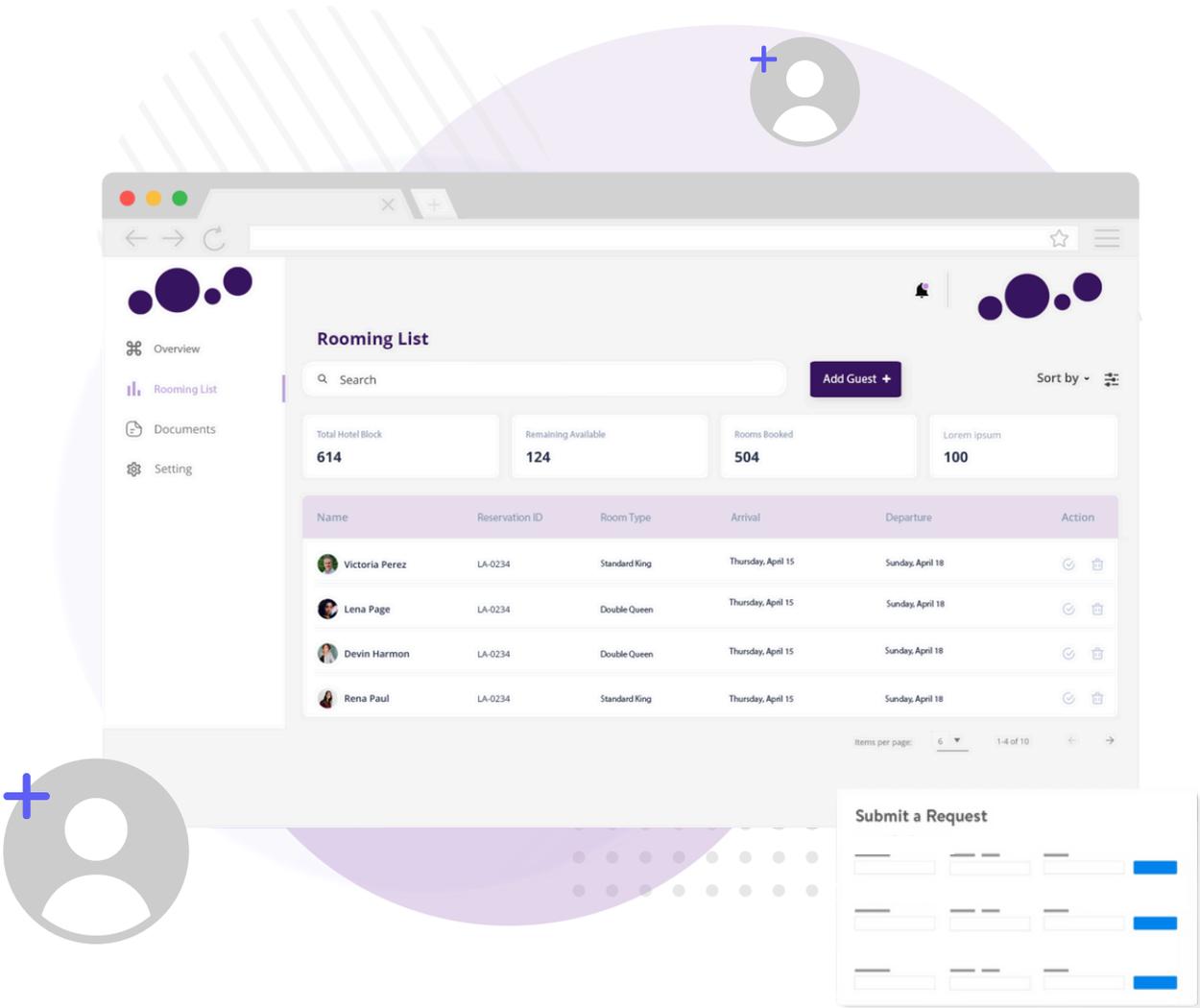
CONTRACT NEGOTIATION/REVIEW

Once a hotel/venue is selected, Event Logistics, Inc. will review the contract and make recommended language changes/additions and present these for signature. Please note: Event Logistics, Inc, is not a law firm nor are any of its employees lawyers, so any contractual recommendations made are subject to legal review before signature.



HOTEL ROOM BLOCK

Event Logistics, Inc. will manage and maintain a hotel rooming list database for the master account hotel room block. This room block information will be communicated to the hotel as required under its contract. All reservations for rooms paid by attendees and / or sponsors will be made directly between them and the hotel. Event Logistics, Inc. will request room pick up reports from the hotel and will forward this information as requested.

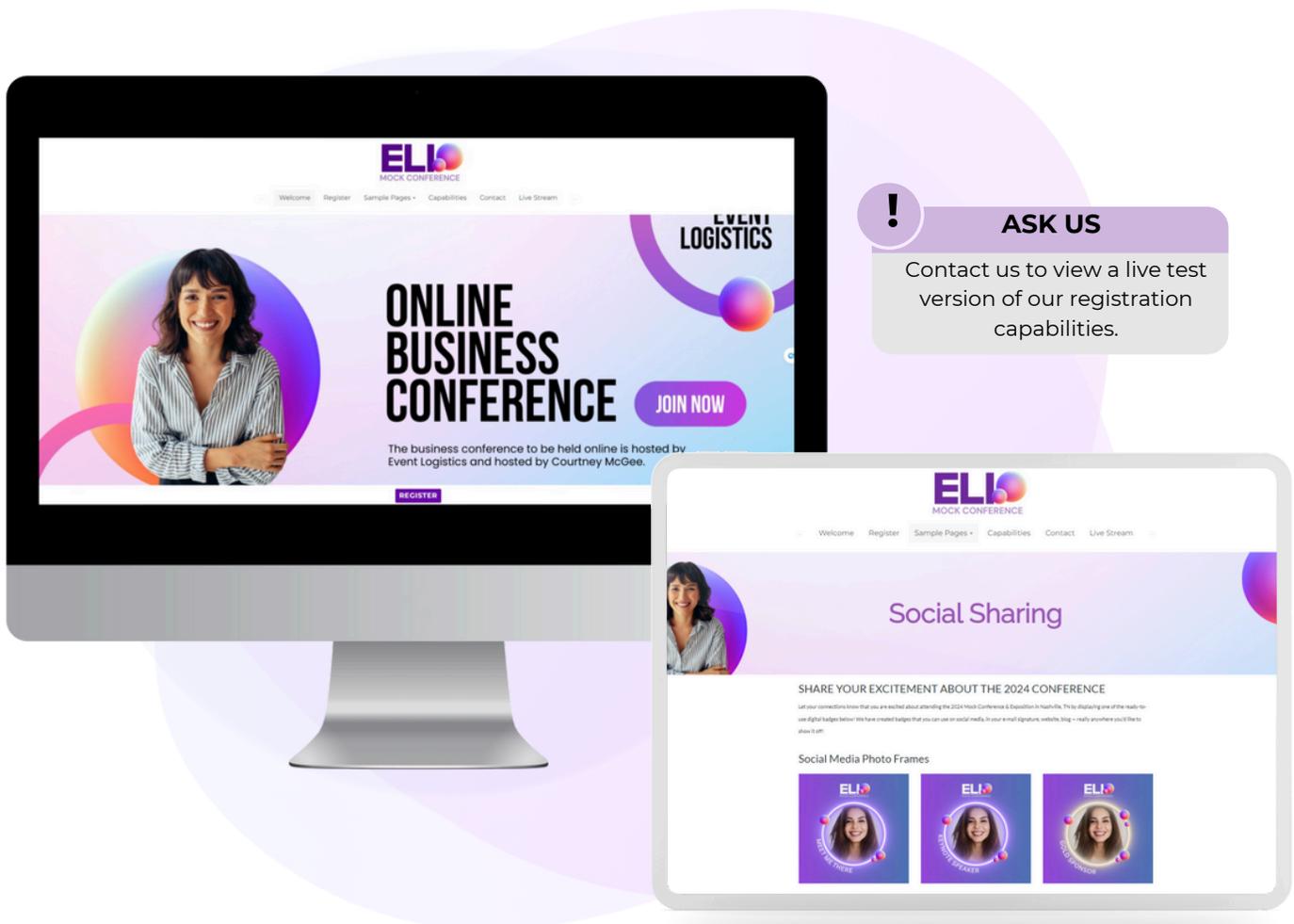


REGISTRATION SITE PRODUCTION & DATA MANAGEMENT

Event Logistics, Inc. will design, produce, and manage the registration site and data for the hotel and event registration processes. These services are outlined below:

Build a custom registration site using content provided by the client to include the following five navigational pages/tabs:

- Home/landing page utilizing client supplied high resolution graphic
- Agenda/schedule page
- Hotel page
- Contact page
- Online compatible registration page consisting of basic registration fields to include general text fields, check boxes fields, select one button fields, multiline text fields.



ASK US

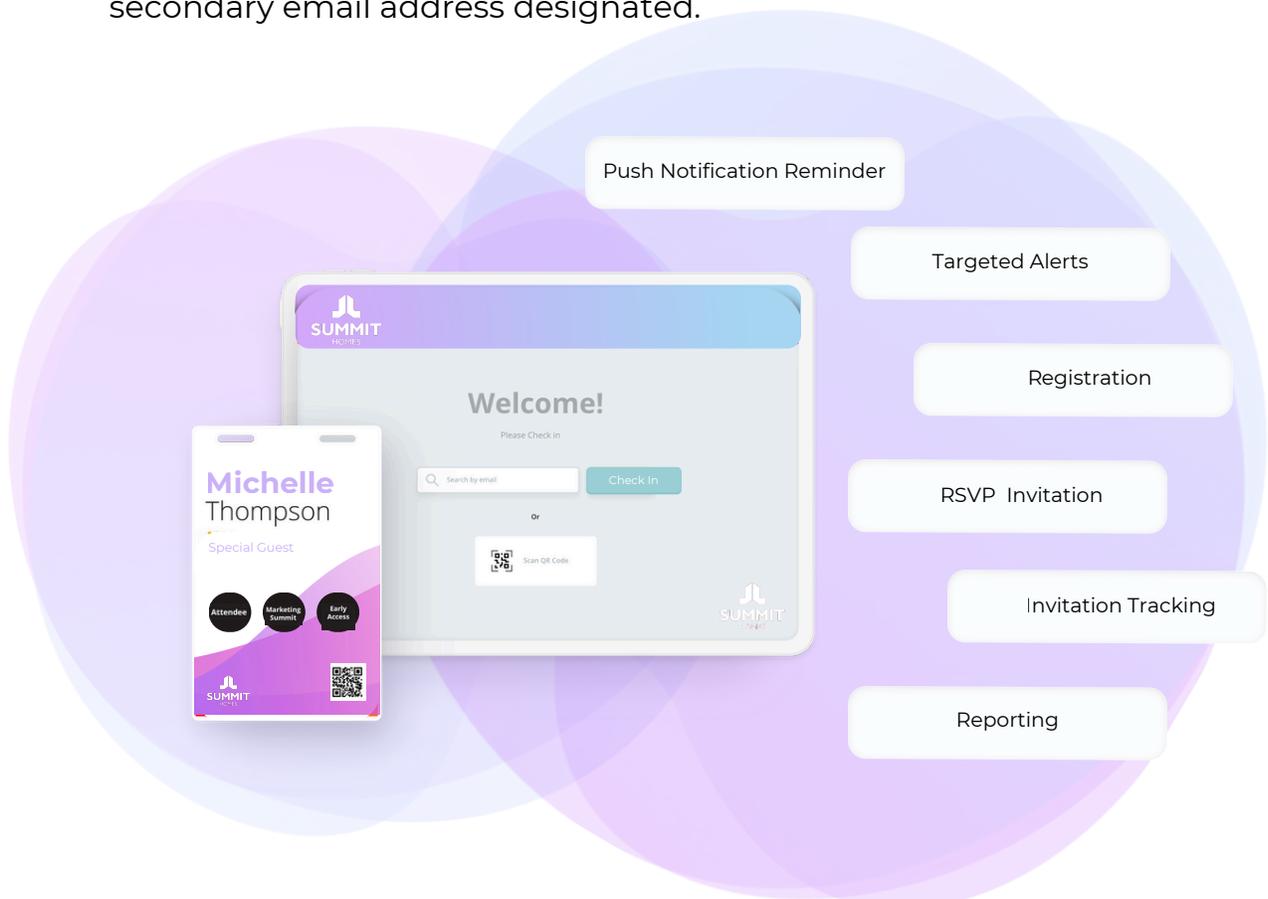
Contact us to view a live test version of our registration capabilities.



REGISTRATION SITE PRODUCTION & DATA MANAGEMENT

Confirmation emails sent upon successful registration; each registrant will be assigned their own unique confirmation number, allowing modifications and cancellations.

- If required, secure, integrated payment processing using client supplied compatible payment gateway.
- Upon completion of the initial registration website build, Event Logistics, Inc. will provide to a custom registration site link. The schedule for revisions is outlined below:
 - Client reviews navigational pages for accuracy and submits back to us in writing any changes/requests/functionality issues within five (5) business days.
 - Changes/revisions are completed, and client is notified.
 - Client has an additional five (5) business days to approve the registration website in its entirety or submit in writing additional modifications.
- Submit a web-based link to client for real-time reporting.
- Gather and manage all registration data.
- If requested, a shadow copy of all registrations can be sent to a secondary email address designated.



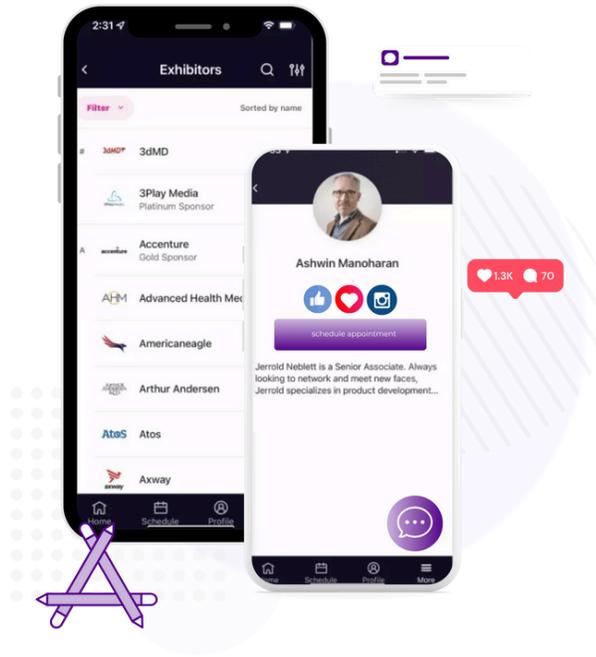


REGISTRANT NAME BADGES

Print/stuff registrant name badges using the registration data prior to the conference. Name badges will be invoiced per name badge insert, cost to be determined depending upon style of badge and lanyard.



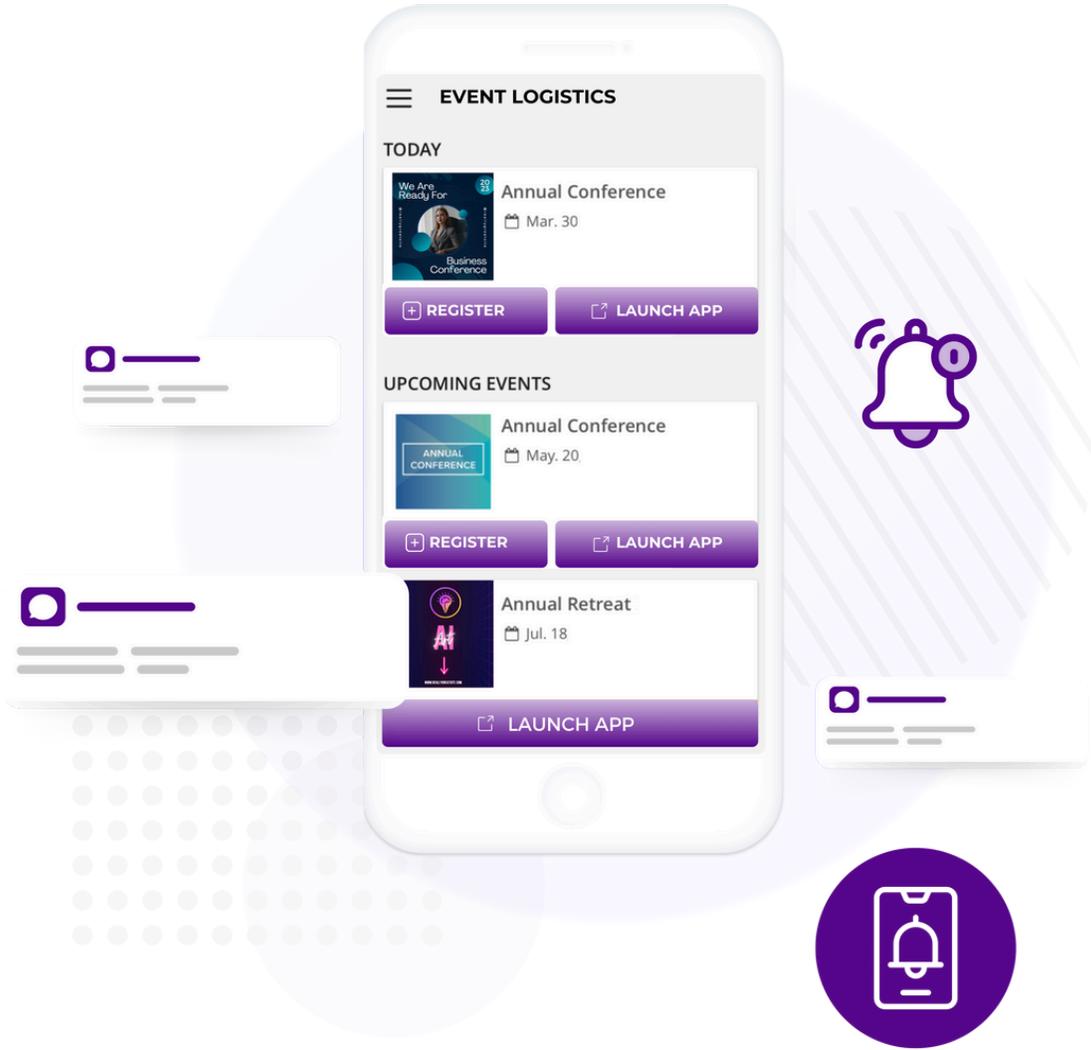
EVENT APP PRODUCTION



Our Meeting App production service, includes:

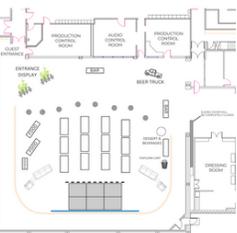
- **Scalability:** Accommodate 1,000+ attendees effortlessly.
- **Data Integration:** Seamlessly integrate data using spreadsheets, ensuring smooth information flow.
- **Customized Dashboard:** Tailor the app dashboard to reflect your conference theme, providing a cohesive branding experience.
- **Sponsorship Opportunities:** Showcase an unlimited number of sponsor ads, maximizing exposure and revenue generation.
- **Comprehensive Exhibitor Listing:** Highlight 100+ companies
- **Interactive Planner:** Plan your schedule efficiently.
- **Event Schedule:** Keep attendees informed with a detailed schedule
- **Session Ratings & Surveys:** Gather valuable feedback
- **Speaker Profiles:** Insights into speakers through comprehensive bios.
- **Activity Feed:** Enable real-time interaction with an activity feed
- **Push Notifications:** Keep attendees informed with updates.
- **Targeted Alerts:** Deliver personalized messages with push alerts

EVENT APP PRODUCTION



Note: App creation will take approximately six (6) weeks from contract to release; to include approval time for Apple and Android app systems.





MEETING MANAGEMENT

Facilitate all meeting needs with the selected hotel(s) including, but not limited to, items such as:

- Food and beverage - Event Logistics, Inc. will provide a detailed food and beverage menu selection and itemized pricing to allow management to make informed decisions regarding final selections and meal guarantees.
- Room sets - Event Logistics, Inc. will facilitate room sets for each function.
- Rooming lists - Event Logistics, Inc. will manage the rooming list database for rooms being billed to the hotel master account.
- Event Logistics, Inc. will provide event specific information to the hotels to assist with a smooth onsite experience for attendees and staff attending the meeting.
- Event Logistics, Inc. will act as a liaison between the management team and all hotel staff and departments.
- Event Logistics, Inc. will attend all planning meetings.

Event Logistics, Inc. will monitor the hotel contract to ensure its fulfillment and compliance by the hotel.





SPECIAL EVENT MANAGEMENT

Event Logistics, Inc. will provide proposals from appropriate venues for any special event(s) and entertainment and excursion(s) held during the meeting and provide detailed proposals of costs. Once all event components have been confirmed we will coordinate with the selected venues and vendors for all event components including, but not limited to transportation, food and beverage, entertainment and decor needs etc.





a DESTINATION MANAGEMENT COMPANY
powered by event logistics, inc.

DESTINATION MANAGEMENT

Event Logistics, Inc. will provide proposals from appropriate venues for any special event(s) and entertainment and excursion(s) held during the meeting and provide detailed proposals of costs. Once all event components have been confirmed we will coordinate with the selected venues and vendors for all event components including, but not limited to transportation, food and beverage, entertainment and decor needs etc.

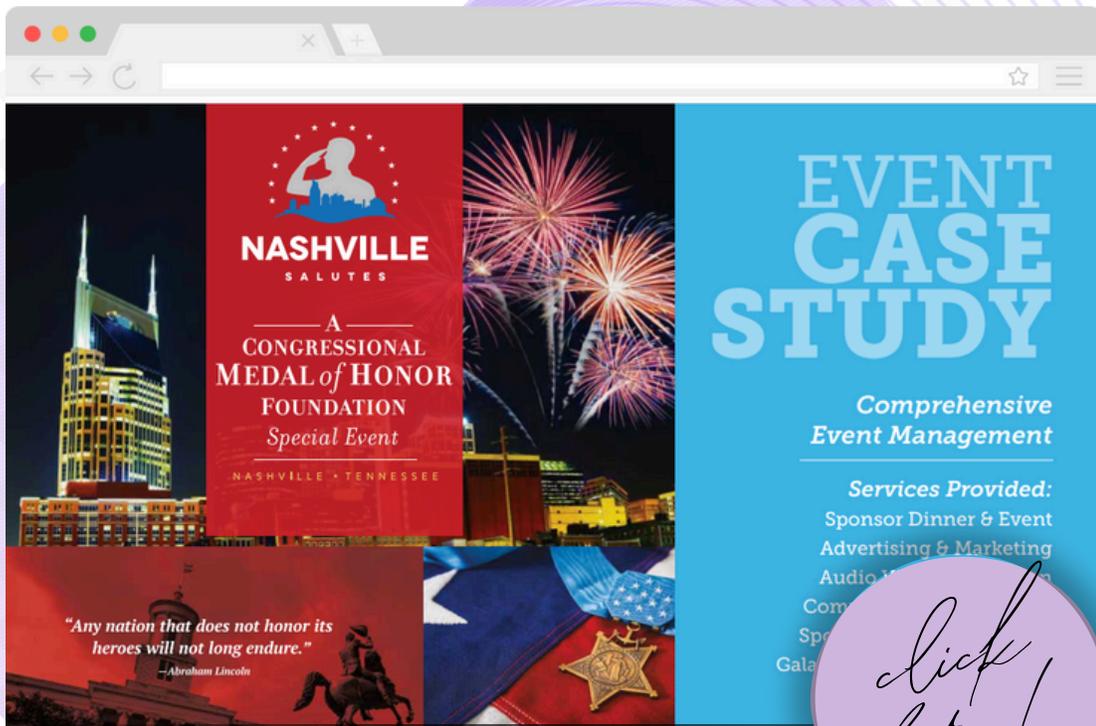


MEETING THEMING

Event Logistics, Inc. will assist in the creative collaboration of the overall Meeting theme. We will also assist in the procurement of any printed materials and will schedule and oversee the production of these materials. Prior to the meeting, Event Logistics, Inc. will assemble registration packets and prepare them for delivery to the meeting.



COLLATERAL MATERIALS



Click the image above to view an event case study example.



GRAPHICS (VISUAL IDENTITY)

Event Logistics, Inc. will assist in the procurement of any signage materials. We will schedule and oversee the production of these materials. Prior to the meeting, Event Logistics, Inc. will prepare them for shipping to the meeting.





AUDIO VISUAL PRODUCTION & MANAGEMENT

At Event Logistics, Inc, we specialize in delivering top-tier Audio Visual Event Production services tailored to meet your unique needs. From corporate conferences to live performances, we ensure seamless execution and unforgettable experiences. Our expert team handles everything from equipment setup to technical support, guaranteeing flawless audio and visual presentations. Event Logistics, Inc. ensures seamless communication and coordination to meet the specific requirements of each presenter and speaker, aiming for a flawless audio-visual experience during the event.





SPEAKERS AND PRESENTERS

Event Logistics, Inc. takes a comprehensive approach to attendee management, engaging directly with each speaker and presenter to discern and accommodate their individual requirements, which may include travel arrangements, hotel accommodations, ground transportation, and audio-visual equipment. Through personalized communication and meticulous planning, Event Logistics, Inc. ensures that every aspect of the speakers' experience is tailored to their preferences and needs, contributing to a seamless and successful event overall.





ON-SITE REGISTRATION & STAFF SUPPORT

Event Logistics, Inc. will provide a mutually agreed upon number of its staff members to facilitate the on-site registration, conference materials distribution, information and directional assistance, hotel information and oversight necessary to the conference's success.

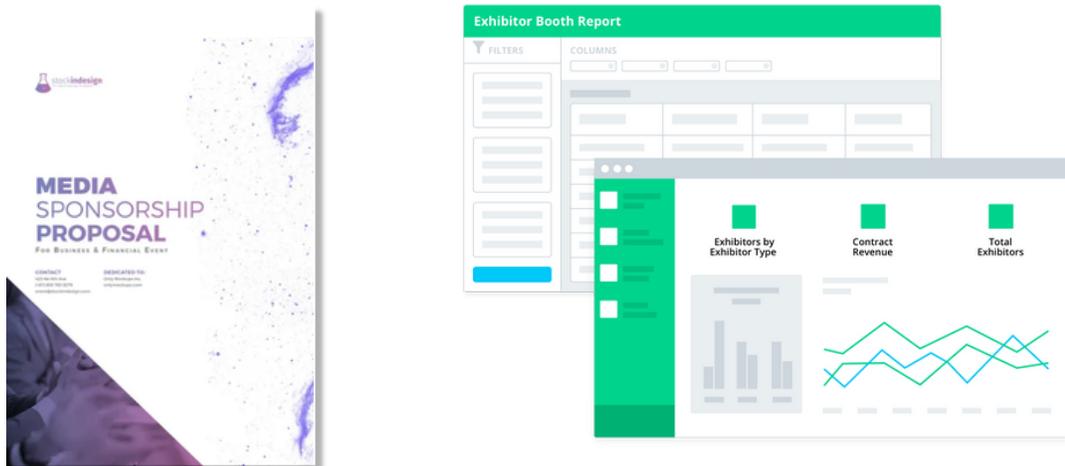




SPONSORSHIP MARKETING/FULFILLMENT

From crafting custom sponsorship packages to ensuring the delivery of promised sponsorship benefits, our team handles every facet of sponsorship management. Our service portfolio extends beyond just managing sponsorships. Recognizing the diverse needs of events and their organizers, we also offer additional services such as sponsor relationship management, event analytics, and market research.

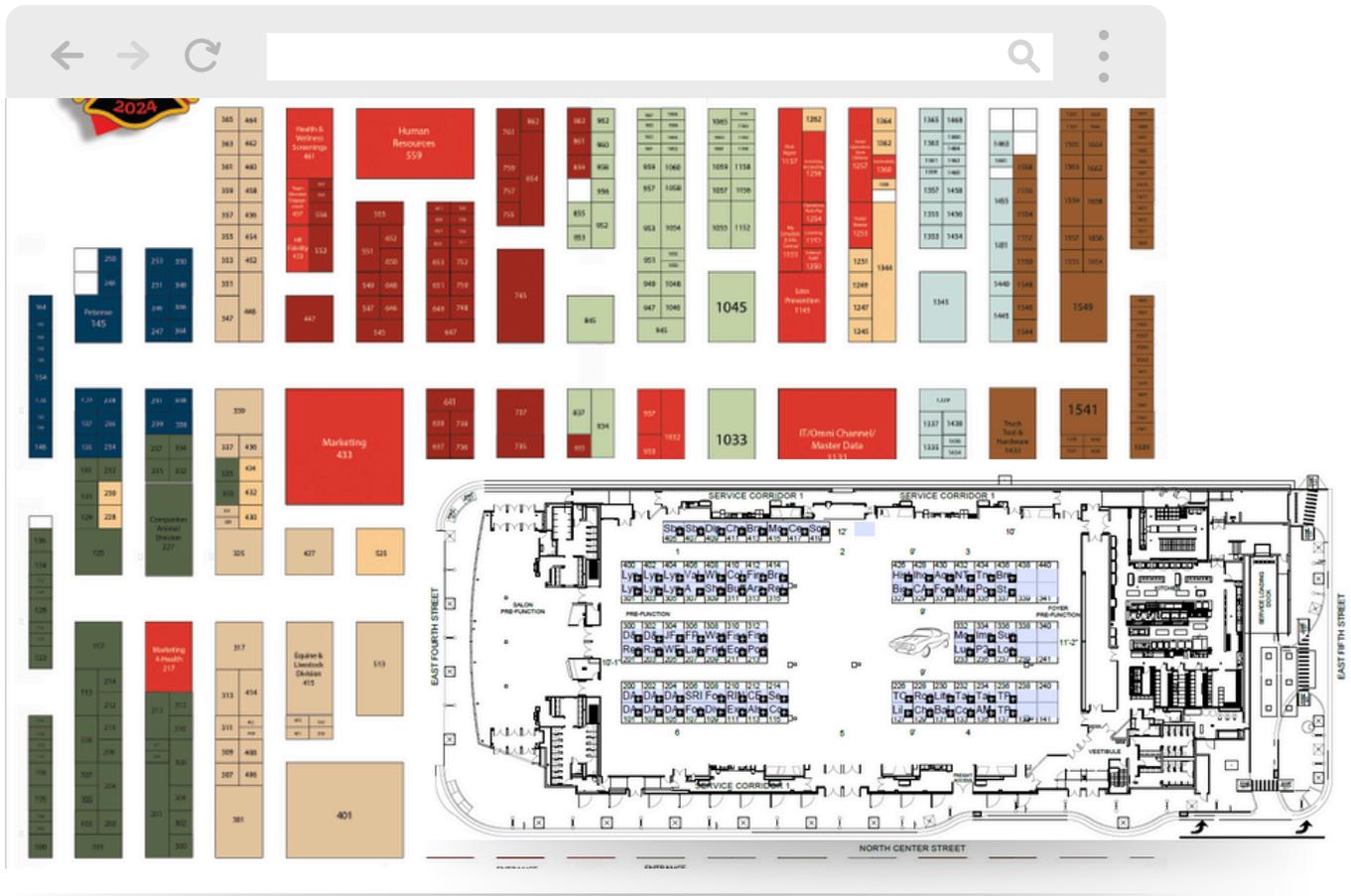
If needed, Event Logistics, Inc. will assist in creating a sponsorship marketing program and ensure that all sponsorship benefits have been fulfilled.



TRADESHOW & VENDOR EXHIBITS

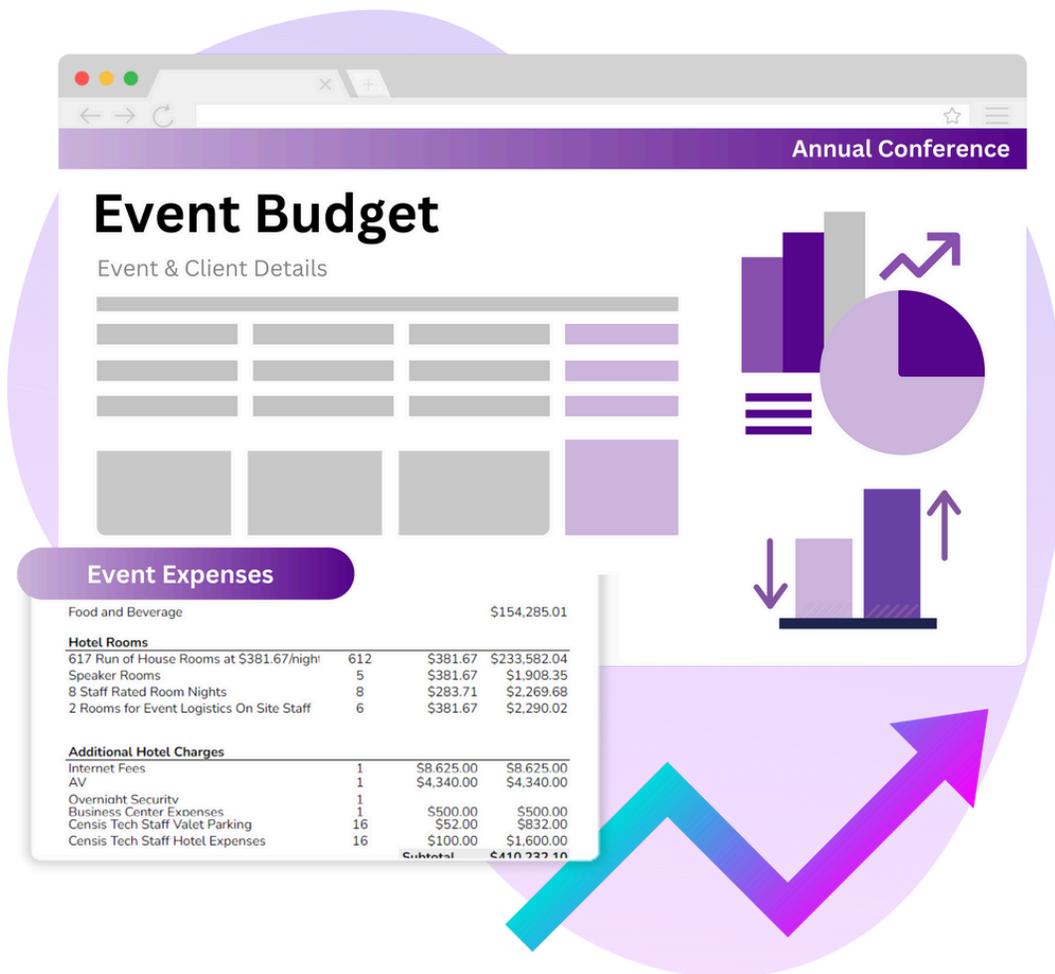
Event Logistics, Inc. will solicit bids from trade show decorator vendors and provide a comprehensive comparison so that a decision can be made on the vendor to work with for the meeting. Upon the selection of the decorator, Event Logistics, Inc. will provide a fully functional and Fire Marshall approved floor plan so that booth assignments can be made. We will provide detailed exhibit services information specific to the needs of the trade show to ensure a smooth process for all exhibitors.

All decorator and hotel forms will be linked to the registration site for exhibitors. Event Logistics, Inc. will assign a team member to be the exhibitor liaison to ensure excellent communication channels.



BUDGET MANAGEMENT

We will work directly with you to create a realistic budget for each program and event. We can accommodate any financial software program that you may have but are well versed in accounting using QuickBooks Professional and Microsoft Excel. We will provide real time reports for any requested information including, but not limited to, balance sheets, profit and loss, payables, and receivables.



Once approved, we will adhere to and manage the budget, as well as invoice, track, reconcile and process all vendor invoices as they relate directly to the operations of each program and event. No financial information will ever be shared with outside entities as we fully operate under strict confidentiality agreements with all clients.



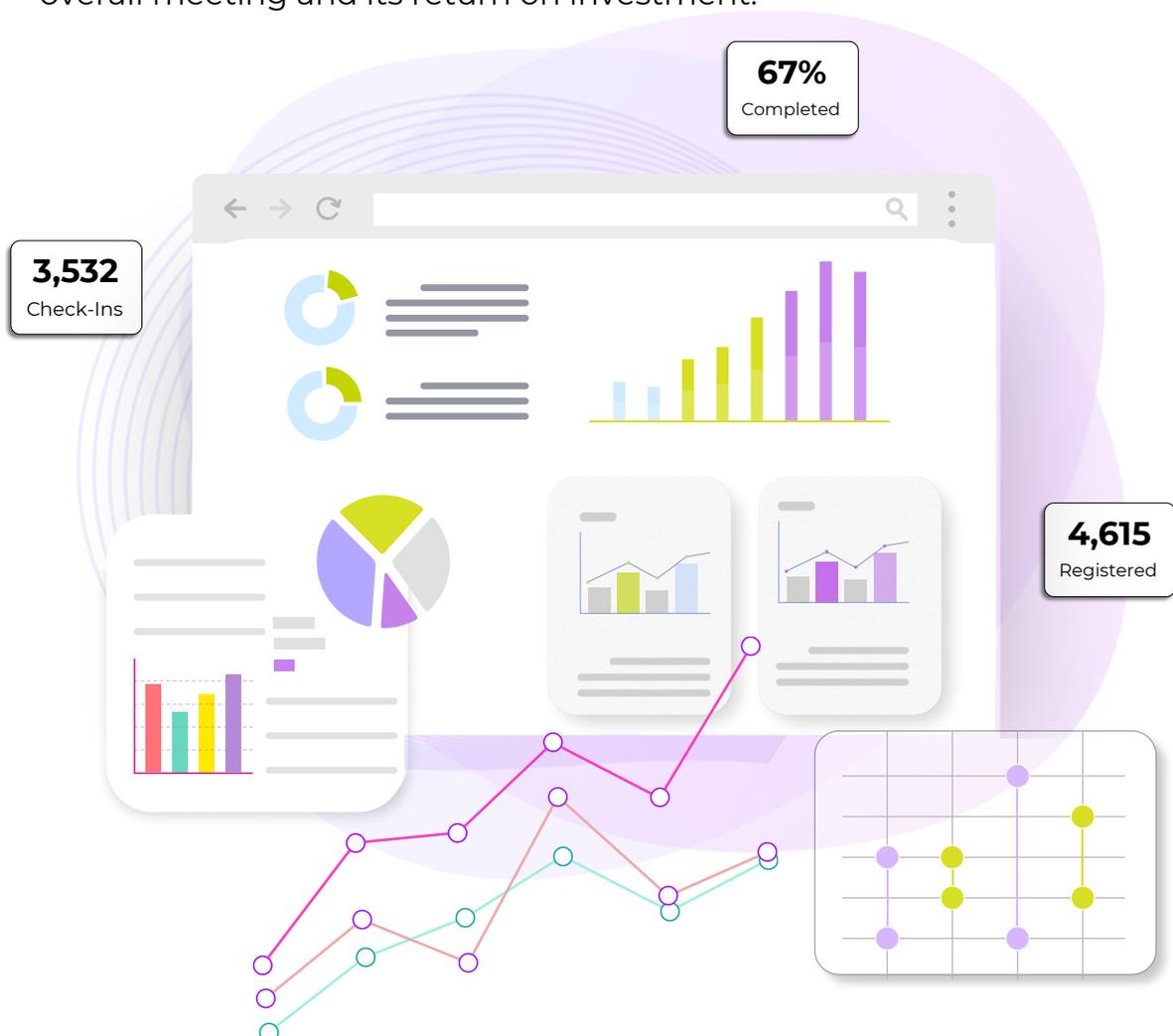
POST-CONFERENCE REPORTING & ACCOUNTING

Event Logistics, Inc. will be responsible for:

- Attending post conference meetings both with the hotels and client
- Reconcile financials
- Review all bills (hotel and vendors)
- Obtain final pickup reports and other reports as necessary

Accounting - Event Logistics, Inc. will be responsible for distributing all funds to vendors throughout the course of the meeting. A final accounting report will be submitted detailing the actual costs compared to the approved budget.

Reports - After the meeting, we will provide a detailed report outlining every aspect of the meeting including the financial budget analysis. This comprehensive report will assist in helping to determine the value of the overall meeting and its return on investment.





Contact Us



For more information, contact:

Victoria Grider, CMP
Director of Business Development
Victoria@EventLogistics.com
[615-403-5211](tel:615-403-5211)