

CORPORATE EVENTS

With our wealth of event planning experience and expertise we can design the right event for your company that suits your company culture and standards and your event budget.

We produce, design and manage a wide range of corporate events including:

- Conferences
- Seminars
- Networking events
- Workshops
- Launch Events
- Fashion shows
- Award Ceremonies
- Exhibitions



COPORATE EVENTS

Event planning and coordination

With full event planning, we take on all the planning and preparation responsibility. We will help you put together innovative ideas to ensure your event is creative and stands out, source the right suppliers to help bring your vision to life and ensure everything runs smoothly on the day. We will be there from your first vendor negotiation till the departure of your last guest making sure the programme runs smoothly and everything goes according to plan. We are here to take the stress off your shoulders and exceed all your expectations.

Our full planning services include the following:

- Complete event production and design
- Creating an event budget and working within the agreed budget
- Vendor sourcing and negotiation. This includes but is not limited to:
 - Venue sourcing and hiring
 - Catering and menu selection
 - Venue styling and floor plans
 - Audio visual
 - Photography and Videography
- Producing the event programme
- Reviewing of all vendor contracts, ensuring the client is getting the best value for their money
- Promptly dealing with all client and vendor queries
- Liaising with and management of vendors throughout the planning process and on the day of the event
- Guest management
- Comprehensive event day coordination from venue set up to set down

Coordination and support

We will provide you with on-going event planning support and tie up all loose ends to ensure a seamless delivery of events. We will coordinate all aspects of the event on the day from set up to set down.

Our Event Coordination services include:

- Professional advice and guidance throughout the whole process, providing you with an event planning tool to assist you throughout the process
- In depth consultation 8 weeks before your event
- Production of the event programme and itinerary
- Reviewing all vendor contracts and confirmation of vendor services 6 weeks prior to the event day
- Communicating with all vendors and providing them with all the information they need regarding the event. Coordination and management of all vendors on the event day
- Site visit to the venue and vendor's meeting
- Comprehensive event day coordination from venue set up to set down
- Guest management

