

FACT SHEET

We ensure that each and every objective as well as goals that have been set out is realistic, achievable and measurable through the following services:

PROJECT & EVENT MANAGEMENT

DELEGATE, PARTICIPANT & PROTOCOL MANAGEMENT

TRAVEL & DESTINATION MANAGEMENT

EVENT CONCEPT DESIGN & DEVELOPMENT

EVENT BRANDING, SOCIAL PROGRAMME & MERCHANDISING

EVENT PUBLICITY, PR AND MARKETING



PROJECT & EVENT MANAGEMENT

Event Planning Experts offers all logistical handling of the entire event. We shall liaise with the relevant suppliers and authorities on your behalf. Venue searches shall be conducted to ensure that the most appropriate venue is used in accordance to your specifications and suitability to the event. The Project Manager will be your partner from start to finish, with a second team member always fully briefed to cover any short absences of the Project Manager.

The logistics plan will be drawn up, including those aspects the client intends to handle himself/ herself. The Project Manager will be responsible for the realization and updating of this plan.

Event Planning Experts shall:

- * If the client wishes, take over the coordination of all meetings of the organizing committee.
- * Procure services from Third Party Suppliers. Be responsible for the logistics within the project team, i.e. coordination of external and internal staff.
- * Be responsible for regular and comprehensive reporting to the client as well as for the final report.

EVENT PRODUCTION

Scripting, Stage Management, emcee briefing, etc.

DELEGATE, PARTICIPANT & PROTOCOL MANAGEMENT

Upon agreement, Event Planning Experts shall register or confirm attendance of participants for the Event. We shall be in constant communication with the various participants whereby we shall be notifying them of the necessary requirements to attend the event/ conference. We shall maintain an effective Budgeting and Financial management system that will enable us to accurately handle financial matters and objectives related to the project.

TRAVEL & DESTINATION MANAGEMENT

With our well established relations within the local airlines, Event Planning Experts is able to get flight rates that are up to 15% lower than market rates. We will provide reference numbers to participants based outside the country. In addition, Event Planning Experts shall oversee:

- i. The planning and running of pre and post conference tours.
- ii. Booking of flights.
- iii. Transportation logistics.
- iv. V.I.P 'Meet and Greet' service at the airport.
- v. Handling all accommodation requirements. - express check-ins , room inspection, etc

EVENT CONCEPT DESIGN & DEVELOPMENT

With a brief, Event Planning Experts shall come up with the Event Concept and Branding that will be unique to the event. This shall appear on every tool and material used for the entire event. The concept and event brand appear on the banners, promotional items, branded give-aways, stationery and any other material that shall be used for publicity and marketing purposes.

EVENT BRANDING ,SOCIAL PROGRAMME & MERCHANDISING

We shall provide the various options of Event Branding according to the budget and brief from the client. With the project concept as a guideline, we shall design merchandising items such as: T-shirts, Conference Bags, Pillar Mugs, and Delegate Packs among others. We shall also brand the venue with various branding items such as venue banners; pull up stands, table wobblers, signage' s among others. These venue branding items shall bare the event logo, concept and identity.

Event Planning Experts will ensure the best social program that is going to be synchronized with the project theme while also providing entertainment and relaxation for all. We shall create themes and special effects, contract suppliers, organize entertainers, invite masters of ceremony and manage audio-visual requirements. We shall also design and distribute the invitation cards; manage the guest list as well as ensure security for all attendants. We shall develop a menu that shall be determined by the chosen theme. All contractors and suppliers shall be handled by The Event Planning Experts. We will ensure a successful social program for all participants.

EVENT PUBLICITY, PR AND MARKETING

Under your discretion, will provide consultancy and technical support that will be needed in enabling the Marketing of the project and the organization a success. In our strategy plan, the following will be the main areas we shall provide services: - Media objectives – reach, frequency, message and pulsing patterns Media selection – media vehicles, geographic area Media strategy – program/editorial environment within each purchase cycle.

We have extensive marketing and communications experience and can advise the client the best way to reach your potential audience using both electronic and print media. Our vast network with the leading media houses will ensure the best outcome at unbeatable rates and the best value. We shall manage press conferences and be the in link between client and the public using the media as a vehicle.