



## COMPANY PROFILE



# WELCOME

Event Planning Experts (EPE) is an Event and Conference management company that specializes in providing its clients with end to end services. By offering a total package of solutions from - total event management, sourcing of meeting venues, press management, exhibition management and other elaborate tasks - Event Planning Experts allows you to focus your energies solely on your day to day activities, safe in the knowledge that every logistical detail of your program will be taken care of. With a team comprising of Professional Conference and Event Organizers the company is headed by our Director Ms. Waringa Kamau, Ms. Terry Wangui as the Head of Events & Ms. Muthegu Muiruri as Head of Production and Logistics. We are equipped with the expertise and solutions to handle each and every task required. Event Planning Experts ensures that the client's needs are met right down to the finest detail.





## WARINGA KAMAU

FLEXIBLE AND VERSATILE; ABLE TO MAINTAIN A SENSE OF COMPOSURE UNDER PRESSURE, DIPLOMATIC AND TACTFUL WHEN DEALING WITH ALL CLIENTS WHILE DEMONSTRATING EXCELLENT COMMUNICATION SKILLS THAT CAN TRANSCEND CULTURAL BOUNDARIES. THRIVING IN DEADLINE-DRIVEN ENVIRONMENTS.

I HAVE OVER FIFTEEN YEARS' EXPERIENCE IN EVENT MANAGEMENT BOTH IN THE LOCAL AND INTERNATIONAL SECTOR SPECIALISING IN CUSTOMER SERVICE DELIVERY.

IT'S LOVELY TO MEET YOU.

*"It always seems impossible until its done."*

*Nelson Mandela*

## KEVIN MURIUKI

## BUSINESS DEVELOPMENT MANAGER

DRAWN FROM THE WORLD OF FINANCE, KEVIN IS A TECHNICALLY SKILLED, GOAL-ORIENTED TEAM PLAYER WITH A STRONG-WILLED AND ACTIVE PERSONA. I AM PRACTICAL, CONFIDENT AND A DECISIVE PLANNER WITH A KNACK FOR GETTING THINGS DONE WITHIN THE CONFINES OF GOOD QUALITY, COST AND TIME.

*"And know that I am with you always; yes, to the end of time"*

*Jesus Christ*



## TERRY WANGUI

GREAT INTER PERSONAL SKILLS, CREATIVE AND INNOVATIVE, HAS KEEN EYE ON DETAILS, FLEXIBLE, SPONTANEOUS AND WELL-PREPARED TO DEAL WITH SITUATIONS THAT CAN POTENTIALLY GET OUT OF HAND. HAVE ABILITY TO STAY CALM UNDER PRESSURE AND BE THE VOICE OF REASON. DIPLOMATIC , ENTHUSIASTIC AND PASSIONATE WITH EXCEPTIONAL ORGANIZATIONAL SKILLS .

*"A creative man is motivated by the desire to achieve, not by the desire to beat others."*  
*Ayn Rand*

## HEAD OF PRODUCTION & LOGISTICS

## MUTHEGU MUIRURI

QUALITY-DRIVEN OUTGOING PROFESSIONAL, HIGHLY-SKILLED IN FAST-PACED ENVIRONMENTS, ABLE TO QUICKLY EVALUATE AND REACT TO CONSTANTLY CHANGING SITUATIONS. WORKS EXTREMELY WELL IN TEAMS TO PROVIDE SUPERIOR RESULTS. IDENTIFY, PLAN, AND DELIVER INITIATIVES THAT INCREASE PROFITS WHILE SIMULTANEOUSLY REDUCE COSTS. PRODUCE HIGH QUALITY EVENTS THAT EXCEEDS CLIENT'S AND AUDIENCE EXPECTATIONS.

*"You are not your resume, you are your work."*  
*Seth Godin*

# SERVICES

## PROJECT MANAGEMENT

Event Planning Experts shall offer 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.

## EVENT MANAGEMENT

From the smallest managerial group to a thousand-strong corporate group, Event Planning Experts will endeavor to provide the very highest levels of personal services, backed by the global-level facilities and services demanded by today's discerning multinational companies. Our previous experience and present solutions cover the following types of meetings, functions and events:

- Corporate seminars
- Managerial 'brainstorming'
- Major multinational conferences
- Training workshops and Team building
- Bush conferences
- Breakaway meetings
- Sales incentive groups
- Elaborate galas
- Incentive retreats
- Product launches
- Cultural evenings
- Trade shows
- Presidential events
- Award ceremonies
- Staff parties
- Movie premiers



# SERVICES

## 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.

## DELEGATE AND PARTICIPANT 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.

### OTHER SERVICES:

EVENT CONCEPT DESIGN & DEVELOPMENT | EVENT BRANDING & MERCHANDISING  
EVENT PUBLICITY, PR AND MARKETING | SOCIAL PROGRAMME | PROTOCOL MANAGEMENT  
EVENT PRODUCTION.



# CLIENTS

Over the years, we've worked with some incredible brands and expert marketing teams.



**TEDx**

**Disney**



**BOMBARDIER**



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