



# Everlasting Affairs

## CORPORATE EVENTS & CONFERENCES PACKAGE



- Unlimited phone calls and emails
- Minimum of 2 in person meetings to go over details -- 4 in person meetings for conferences and training seminar events
- Budget assistance
- Researching, Negotiating, and Booking of all necessary vendors
- Review and monitoring of all vendor contracts and obligations
- Assistance with event design, theme and décor concept development if needed
- Assistance with travel coordination, entertainment, guest speakers, and conference management
- Attendee and/or Guest Management
- Creation and execution of detailed timeline and itinerary
- Development of floor plan and assistance with seating chart
- Determination of availability and negotiation of discount rates for hotel room blocks if it is needed
- Assistance with menu determination and suggestions
- On Site meeting to walk through venue and day-of logistics
- Assistance with event marketing management
- Creation and Distribution of BEO (Banquet Event Order) with all event or conference details and itineraries to vendors
- On Site management from start to finish on the day of to include supervision of room, decor, and vendor set up, trouble shooting throughout the event, and acting as the point of contact for guests, attendees and vendors.

*\*Please note the tasks in this package are not limited to this list but includes all of the below\**

[www.everlastingaffairs.com](http://www.everlastingaffairs.com)

860-874-3552

[info@everlastingaffairs.com](mailto:info@everlastingaffairs.com)