

J. ROBINSON SIGNATURE EVENTS

MEETING MANAGEMENT SERVICES



MEETINGS & EVENTS PLANNING SERVICES



EXPERIENCE YOUR CAN TRUST!

- Nearly 30 years of event planning experience
- Certified Government Meeting Planner (CMPG)
- Retired Master Wedding Planner (MWP) 1 of 57
- IATA Accredited Agency
- SAM.GOV Approved Contractor (NAICS)
- 100% Women-Owned
- 100% Minority-Owned

SERVICES WE OFFER...



- Government Meetings
- Non-Profit Events
- Vendor Management
- On-Site Event Support
- Off-Site Event Planning
- Tour/Experience Coordination

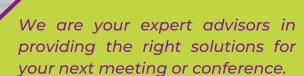
CONTACT INFORMATION





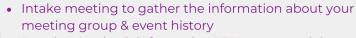






WHAT WE OFFER

DISCOVERY & VENUE SELECTION





- Negotiate needs including: space, food & beverage, sleeping rooms, AV, concierge services/amenities, and more
- Providing recommendations of final venue selection

LOGISTICS PLANNING

- Provide solutions to achieve outstanding success based on event goals
- Facilitate planning and logistics details throughout the process leading up to the event
- Connect with supply vendors regarding transportation, AV/video, virtual production and more
- Manage contract and financials / expenses as needed

EXECUTION

- Develop a cohesive plan to ensure that your meeting details and contracted services are executed as planned
- Ensure the production timeline is well planned to avoid risk management scenarios
- Manage rooming pick-up report and banquet event order for billing accuracy
- Provide oversight to the on-site staff and volunteers
- Provide VIP Concierge support to speakers and special guest where needed
- CPR/First Aid/AED Trained & Certified