



# J. ROBINSON SIGNATURE EVENTS

MEETING MANAGEMENT SERVICES



# MEETINGS & EVENTS PLANNING SERVICES



*We are your expert advisors in providing the right solutions for your next meeting or conference.*

## EXPERIENCE YOU 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

## WHAT WE OFFER

### SERVICES WE OFFER...



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



### DISCOVERY & VENUE SELECTION

- Intake meeting to gather the information about your meeting group & event history
- Develop & submit informative RFP's to potential venues
- 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

## CONTACT INFORMATION



1+301.200.2429



info@jrobinsonevents.com



Washington, DC Metro Area & Beyond!



@jrobinsonevents

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

**BUILD A SUCCESSFUL MEETING OR EVENT WITH US!**