

# *EVENTURES with Warm Spirit*

**Complete list of corporate meeting planning and event management services  
Menu of services that are based on the specific needs of the client and the requirements of the meeting or event. We listen to what our clients' needs are and from our menu of services we identify and recommend solutions and services that will insure a successful meeting experience.**

## Meeting & Event Planning Services

### **Site Selection**

- ›Destination Search
- ›Facility Search
- ›Site Inspection
- ›Facility Negotiations and Contract Review

### **Registration – Advance and Onsite**

- ›Develop Online Custom Registration Page on Meeting Website
- ›Develop Online Meeting Information Page on Meeting Website
- ›Maintain Data Base of Attendees
- ›Provide Custom Reporting
- Provide Onsite Registration
  
- ›Staffing Information/Hospitality Desk
- ›Provide Financial Processing

### **Hotel and Room Block Management**

- ›Establish hotel contact
- ›Establish room block needs for meeting
- ›Review hotel contract prior to client signing
- ›Provide room assignments in room block
- ›Provide cut-off dates with hotel
- ›Provide attrition potential

### **800 Number Customer Service Call Center**

- ›Provide Incoming Reservations and Changes
- ›Answer Questions regarding Meeting, Facility, and Location
- ›Customer Database Lookup

### **Administration**

- ›Meeting Budget Development
- ›Development of Meeting Information Website
- ›Meeting Graphics and Signage
- ›Final Budget Auditing

### **Transportation**

- ›Airport Shuttle Service
- ›Airport Meet and Greet

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- ›Special Event and Offsite Transportation
- ›Executive Car Service

## **Facility Coordination**

- ›Facility Negotiations and Contract Review
- ›Traffic Flow Review
- ›Meeting Room Setups
- ›Daily Audit of Facility Billing
- ›Room Block Management
- ›Attrition Management

## **Food and Beverage**

- ›Menu Planning
- ›Theme and Décor Planning
- ›Provide Facility Setup
- ›Provide Service Level Expectations
- ›Final Audit Processing

## **Program Development**

- ›Program Content
- ›Schedule Planning
- ›Entertainment and Speakers
- ›Stage Design
- ›Audio Visual Special Effects

## **Meeting Planning Coordination**

- ›Technical Service
- ›Organize All Breakout Room Requirements
- ›Speaker Orientation/Rehearsal
- ›Guestroom Deliveries
- ›Elective Sessions
- ›Provide Audio Visual Requirements

## **Executive and VIP Care**

- ›Airport Meet and Greet
- ›Schedule Coordination with Executive Assistant/Admin Assistant
- ›Hotel Room Check Prior to Executive Arrival
- ›Coordinate with Corporate Security
- ›Coordinate with Event Security
- ›Transportation Coordination
- ›Advance Hotel Check-in
- ›Provide Room Deliveries

## **Return On Investment**

- ›Establish Goals and Expected Results of Meeting
- ›Support ROI and ROO Strategy
- ›Develop and Implement Surveys

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## **Technology**

- › Custom Website Design and Development
- › Event Registration
- › Housing Management
- › Financial Processing
- › Meeting Planning & Management
- › Badge Production
- › Custom Reporting
- › Attendee Tracking