



A Virtual Business Partner

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20 Event Planning Tasks

We Can Do In One Hour!

- ❖ Research venues and compile a shortlist
- ❖ Research potential vendors and organize quotes
- ❖ Research sponsors for the event
- ❖ Research entertainers for the night
- ❖ Compile a guest list and/or an attendee database
- ❖ Create/monitor a sponsorship database
- ❖ Create a sponsorship document for potential sponsors
- ❖ Brainstorm themes and color schemes
- ❖ Create an invitation
- ❖ Create a flyer for the event
- ❖ Update details on the event website
- ❖ Create invitations for an event
- ❖ Mail out 100 invitations, including stuffing and labeling envelopes
- ❖ Research accommodation options and travel for attendees
- ❖ Organize logistics and travel for attendees
- ❖ Organize catering for an event
- ❖ Compile a run-sheet for the event
- ❖ Create name badges for attendees
- ❖ Follow up on potential attendees
- ❖ Assist with invoicing attendees and sponsors

Event
CORPORATE & FUNDRAISERS
Planning
PRIVATE FUNCTIONS



CONSULTING WITH *RESULTS*

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