

## Our Services

The types of programs we plan include annual meetings and events, conferences, symposiums and special events. Our services include:

### Meeting & Conference Management

- Event Strategy
- Site Selection and Contract Negotiation
- Program and Agenda Development
- Attendee Communication
- Speaker Recruitment and Management
- Event Staging, Design
- Custom Registration
- Marketing and Promotion
- Signage Preparation
- Food and Beverage Planning
- Audio Taping and Transcription
- Abstracts and Proceedings
- Audio-Visual
- Budget Development
- Vendor Management
- Transportation and Tours
- Gift Amenities
- On-Site Management

### Special Events

- Event Strategy
- Marketing and Communications
- Scripting
- Décor and Scenic Elements
- Invitations and Collateral
- Signage Development
- Venue Selection and Negotiation
- Caterer Research, Menu Selection
- On-Site Management
- Seating Coordination
- RSVP Collection
- Registration Coordination
- VIP Management and Special Amenities
- Supplier Management
- Reconciliation and Wrap-Up
- Entertainment Arrangements
- Lighting, Sound and Equipment Rentals

*The*  
**Event**  
Planning Group, LLC

*Creating Experiences  
that Make a Difference*



## Contact

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# About The Event Planning Group

The Event Planning Group is a meeting management and communications firm providing guidance, logistical services and public relations for meetings, conferences and special events. Managing programs of all sizes, we have developed a particular specialty working with corporations and associations in the areas of education, science and health. Founded in 1997, and located in the Washington, D.C. metropolitan area, The Event Planning Group is a minority and woman-owned business servicing clients nationwide.



## *Service is Our Business*

Clients of The Event Planning Group can expect a unique experience in meeting and event management. We are big enough to have the depth of talent for assisting with national programs, yet small enough to become true partners in learning your practices and helping you to achieve your goals.

You can also expect our services to go far beyond traditional meeting planning logistics. That's what sets The Event Planning Group apart from other meeting management firms. Our foundation was built in the field of public relations and communications. Therefore, we know how to position your meeting or event to effectively complement your organization's strategic direction—and successfully reach your target audiences.

## *Our Standard for Success*

At The Event Planning Group, we do more than just plan meetings and events ... we create experiences that make a difference. Guests at our events often enjoy life-changing and positively memorable moments that will forever be apart of their life experiences. That alone is our standard for success.

