

FAST RESPONSE Conference & Event Delivery

You need to host a conference or event in **less than 3 months** and although you've seen it coming other projects and general workload have overwhelmed you?

No problem! – We completely understand and **we are here to help you and your event look great!**

With **16 years' experience** we can **'HIT THE GROUND RUNNING'** within days of first contact.



What do we do & how much will it cost?

Fees can average out from just £550 per week

Our service can include any or all of the following:

- ♣ Leadership/facilitation of key planning meetings
- ♣ Venue research & liaison
- ♣ Logistical management
- ♣ Programme planning support and guidance
- ♣ Build of appropriately branded event micro-site with integral on-line registration form portal and social media links
- ♣ Design and copywriting of marketing materials
- ♣ Data controlled despatch of e-fliers
- ♣ Social media marketing support
- ♣ Delegate registration & communication management
- ♣ Sponsorship communications management
- ♣ Exhibition communications management
- ♣ Speaker communication management
- ♣ 2 professional event managers at-event
- ♣ Supply and production of badges
- ♣ Registration desk management
- ♣ Post-event debrief
- ♣ Post event survey/evaluation



Exceeding Expectations in
Conference & Event Management



Don't delay, call us today!

STEP ONE:

Call us for an initial **'no obligation'** detailed phone discussion regarding your event requirements when we will also run through a **simple questionnaire**.

STEP TWO:

We will quickly provide you with a **Detailed Proposal & Quotation** and, if appropriate, we can also include venue hire and catering costs.

NB. When quoting, we take into consideration the project timeframe and how much we will be dovetailing with your own resources and personnel and, indeed, how much planning you already have in place.

STEP THREE:

When you have looked at the proposal and collaborated with your colleagues, we will make the necessary adjustments.

STEP FOUR:

Once agreed we will provide you with a **final proposal & quote** plus a contract for signing and a request to set a date/time for an **URGENT PLANNING MEETING!**

STEP FIVE:

With the contract signed, the initial planning meeting will take place (*min 2 hours*) between you and the OD&V Team so that we are able to **'hit the ground running'** with delivery.

Contact Rose & Madalina

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STEP SIX: (Hands-on management begins)

Following the meeting, immediate key tasks and pre-event planning processes will begin including the creation of a master planning document and the facilitation of a meeting to establish event objectives and an event name & brand.

STEP SEVEN: (EVENT DAY/S)

The same professionals will then be at the event to ensure smooth running of all aspects of your event from overseeing set-up the night or morning before to speaker & presenter briefings and accurate event production ensuring professional slickness and detail.

STEP EIGHT: (Post-Event)

Data tidying and handing over:

After every event there's plenty of list/data tidying and reporting to do so that it can be concisely transferred to the client, the rightful owner of the information.

NB. We are registered for Data Control with the ICO (Information Commissioners Office) and as such adhere to their strict code of conduct.

Delegate Feedback/Evaluation:

Post event, OD&V will, on your behalf, distribute a simple electronic survey to all attendees and after a given period will collate the responses and provide you with a summary report.

Debrief:

OD&V always encourage time for a post-event de-brief and recommend either a short face-to-face meeting or conference call.

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