

STEP BY STEP EVENT MANAGEMENT

Our experienced staff and certified meeting planners can help you through the entire planning process. We offer you excellent value for our expertise in conference/event planning and execution.

CHOOSE FROM A RANGE OF PROFESSIONAL EVENT MANAGEMENT SERVICES TO SUPPORT ALL OF YOUR MEETING REQUIREMENTS.



Preconference Planning

- Meeting design
- Project planning
- Meeting facilitation for committee/leadership planning
- Consulting

Site Selection & Contract Negotiation

- Request for Proposal (RFP) development, dissemination, and review
- Venue contract negotiation and management
- Site visit(s)

Logistics Execution – Onsite meeting/ event logistics, from setup to tear-down and everything in between

- Food and beverage planning and management
- Audiovisual management and technical support from general sessions to breakouts
- Transportation
- Special event planning and management—networking events, hospitality tours, tournaments, and award programs

Financial Management

- Conference budget
- Master account
- Accounts receivable
- Final conference report

BENEFITS

Vast knowledge and expertise in meeting design and contract negotiation

- No add-on clause
- Favorable attrition clause
- Pre and post room rates
- Group rates available after cutoff dates
- Group concessions
- Cancellation terms beneficial to client

Sole source/single point of contact while planning your meeting/event

RFP development based on your requirements

Site inspection coordination to ensure familiarization for best meeting/event outcomes

Site comparison for best venue selection

EVENT
SERVICES
UtahStateUniversity®