



**EVENTS WORTH
EXPERIENCING**

EVENT PLANNING AND PROJECT MANAGEMENT COORDINATION

- End-to-end event planning tailored to client needs
- Detailed timelines and task management to ensure smooth execution

BUDGET SERVICES

- Development of a comprehensive event budget and cost tracking
- Regular financial reporting and updates to maintain transparency

VENUE SOURCING AND MANAGEMENT

- Venue surveys, analysis, and contract negotiation for the ideal location
- Venue interface from selection to setup, with on-site management during the event



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HOTEL BLOCK MANAGEMENT

- Negotiation of hotel contracts to secure competitive group rates
- Assistance with managing rooming lists while ensuring availability and managing commitments

AV AND TECHNOLOGY SERVICES

- Management of audio-visual production
- Onsite technical support during the event
- Integration of live streaming and hybrid event technologies

SPEAKER AND SPONSOR COORDINATION

- Assistance in securing and managing speakers
- Reviewing sponsorship packages and managing partner FAQ's



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CATERING AND HOSPITALITY

- Coordination with caterers for food and beverage needs
- Ensuring dietary accommodations for attendees
- On-site hospitality interface and management

REGISTRATION AND GUEST MANAGEMENT

- Online and on-site registration services
- Streamlined check-in processes
- Attendee tracking and data management

ENTERTAINMENT SOURCING

- Sourcing, contract management, and primary contact for entertainment providers
- Onsite lead for setup, Q&A, and run of show details



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SECURITY & PERMITS

- Coordination with local authorities to obtain necessary permits and licenses
- If needed, implementation of on-site security measures to ensure attendee safety

POST-EVENT SERVICES

- Collection and analysis of attendee feedback
- Suggestions for improvements in future events



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Agent

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