
ELIAS



EVENTS

SOCIAL & CORPORATE EVENT PRODUCTION SERVICES DETAIL

- **Concept and theme development**

Do you need fresh ideas? Are you looking for a unique theme? Elias Events will help you develop a theme and event concept that will surely "wow" your guests. This is the crucial part to keep your guests talking about the event long after it is over.

- **Customized proposals**

Elias Events will produce a unique and carefully thought-out proposal designed to meet and exceed your needs for the event.

- **Turn-key Management and Onsite Production**

Past the development of the theme and concept of the event, Elias Events will work through all planning stages of the event to produce a turn-key event.

- **Manage Suppliers and Vendors**

In addition to referring appropriate vendors and suppliers for the event, Elias Events will work diligently with you and the suppliers to ensure that all needs and goals are accomplished.

- **Contract Negotiations**

Elias Events will work with all the vendors, including venue, to ensure that the contract meets the requirements established for the event. Let us put to good use our excellent negotiating skills.

- **Establish Budget and Provide Cost Controls**

Perhaps the most important part of event planning is establishing a well-developed budget. Elias Events will work with you to produce a budget and will continue to advise on cost controls to help keep you within your budget.

- **Attendee Management**

During every stage of the event, Elias Events will work to control attendee management. From the invitation mailing to reservation tracking; we can handle the entire range of attendee management functions.

- **Establish ROI Goals**

Every event needs to provide a Return On Investment in today's business climate. Elias Events will develop concepts which will provide you the most "bang for the buck". We'll discuss tracking methods to help monitor ROI performance before and after the event. We'll give you the tools you need to justify the costs.

- **Branding Support**

Elias Events will make sure your brand is properly positioned at the event in a manner consistent with your image and style. We'll suggest new and innovative ways to display your logo and messaging that will achieve the most impact.

- **Destination Management**

Whether you're bringing in a group from out of town, or simply need to transport your group to and from an event, Elias Events will help with all aspects of destination management.