



ALLISON SARGENT EVENTS

Corporate Services

The combination of our expertise and our carefully selected Vendors provides you with powerhouse resources, capable of executing a memorable event.

ASE offers you various talent and resources to plan your event to perfection and ensure a fabulous experience. We will ensure we totally understand the purpose of your event, the dynamics of the attendees, the budget and the theme you have in mind in order to recommend the right entertainment, décor, sound, venue, and more. ASE will pay close attention to every detail and every aspect of your event to create a realistic timeline and series of activities needed to plan properly. All recommendations will be researched with only the best options presented to you for services needed. Most important, we will be available for you, responsive to your needs and requests and flexible to any and all changes that occur during the planning process.

- Development of Event Concepts
- Event Style & Design
- Venue Research & Selection
- Vendor Research and Selection
- Vendor Management
- Database Management

Coordination of Event Printed Materials

- Design save-the-date and Invitation
- Coordinate Calligraphy
- Mail save-the-date and invitation
- Manage RSVPs
- Design additional Collateral

Corporate Gifts and Awards

- Research/Design unique gift ideas
- Research/Design awards
- Custom Wrap Gifts/Awards

Manage Event Logistics

- Create layouts of event spaces
- Create detailed timeline of events
- Confirm all vendors
- Finalize production schedule for all vendors 24 hours prior to event
- Continuously discuss and revise ideas for Event with Client



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Day of Event Coordination

- Onsite of Venue – Check in all deliveries from vendors
- Oversee set-up of venue (décor, lighting, staging, place settings, escort cards, etc...)
- Monitor and oversee physical operations
- Manage production according to schedule and/or the direction of the Client
- Provide general family assistance
- Welcome Guests as they arrive /Thank Guests at the end of the evening

Production Services

Vendors are thoroughly aware of the important role they play in the event and present a professional image to your guests. ASE's strong relationships with countless vendors ensure that each will perform beyond your expectations.

- Tents
- Floral Arrangements/Décor
- Catering Management
- Rentals – Furniture, tableware, custom linen, etc...
- Favors
- Sound Systems and Enhancements
- Photography & Video Production
- Audio Visual Effects
- Themed Décor
- Lighting Design and Operation
- Music & Entertainment
- Welcome/Amenities Baskets

Transportation Services

Knowing that transportation is often the first and last impression your guests experience related to the meeting or event, it must be a positive experience. ASE's long standing relationships with leading transportation agencies ensures unparalleled quality and service. Each guest, whether a group of 10 or 5,000, is treated as if they are the only person attending the function. Manifests and schedules are created to fit the needs and style of each client and translated into the transportation agency's system with no margin for error.

Timely arrival and departure are expected and attentions to traffic patterns and events impacting the flow of traffic are known to create the right schedule from the onset. Guests and employees are welcomed in a professional and friendly manner with their travel needs tended to quickly. Whether we meet you or team at the airport, show them around the city, or meet them at the hotel, every contact point has meaning and purpose. ASE works to ensure your guests or employees have a positive experience and thank you for making their trip so enjoyable.

- 4-5 Star Accommodations
- Custom Pick Up
- Private Aviation – Jets & Helicopters



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Destination Management

ASE offers you our knowledge of specific geographic areas combined with our relationships with vendors to operate meeting/events as if it were being conducted in your hometown. This allows you to focus on other aspects of the preparation, trusting the destination management to ASE.

Destination management includes a number of services that need to reflect you and your guests needs. After thorough consultation with you, we will propose the right events, activities, gifts, etc. that suit the moment and allow all attendees to be active, engaged, and have a fabulous time. Whether you need an afternoon outing for spouses, gifts personalized for each employee, interesting spots to visit...ASE can make it come alive for you. Making the process easy for you, from the tarmac of the airport through the meeting/event and back to the airport is our number one priority.

- Site Selection
- On-Site Management
- Registration Staff
- Dine Around Coordination
- Transportation Management
- Unique Tours
- Restaurant/Venue Recommendations
- Venue Selection

Spouse Activities

- Team Building Programs
- Room Gifts
- Opening/Closing Galas

NOTE: ASE charges a fee of \$150 per hour or a flat rate project fee which is determined by the scope of work.