



Menu of Services

RESEARCH AND PLANNING

- Budget Development
- Site Selection (**Complimentary**)
- Contract Negotiation & Review (**Complimentary**)
- Online Registration, Housing, Travel
- Special Events, Unique Venues, Tours
- Program and Theme Development
- Sponsor Management (Sponsor solicitation, contracts, benefit management, Ad, photo, logo)

LOGISTICS

- Work Management and Reporting
- Speaker Management (Speaker contracts, Learning objectives, Bio, photo, logo)
- Speaker Support (Scripts, A/V, Communications, travel arrangements, compensation)
- Conference Materials (Development and Production of program, signage and badges)
- Website Development and Email Blasts
- Database Management
- Media, Social Media and Public Relations
- Trade show Exhibit Design and Production

ON-SITE MANAGEMENT

- Registration
- Program Flow
- Floor and Stage Management
- Food and Beverage
- Vendor Management
- Billing
- Surveys and Follow-up

VIRTUAL MEETING MANAGEMENT

- Live streaming and/or video archive of meeting content
- Coordinate all activity with platform provider to include monetizing virtual attendance
- Coordinate all activity with speakers, videographers and website host to increase awareness, increase member engagement, increase membership, improve measurement standards related to return on investment through analytics.

BENEFITS OF USING OUR SERVICES

- We have strong relationships within the industry that offer you value-added services.
- We have the expertise to fill the void and ultimately save you time and money and our compensation is project based.
- We are knowledgeable about facilities, travel, service providers.
- We provide experienced staff needed to complete the project.
- Your team can continue to focus on the tasks for which they are paid and have expertise and stay focused on results.

Linda Elland, CHME | President

A2Z Meetings & Events | 6005 Sixtieth Place E | Palmetto, FL 34221

t: 813.990.0950 c: 941.962.3113

linda@A2ZMeetingsandEvents.com | www.A2ZMeetingsandEvents.com

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Meeting Professional of the Year 2011

VP of Education 2010 – 2011