



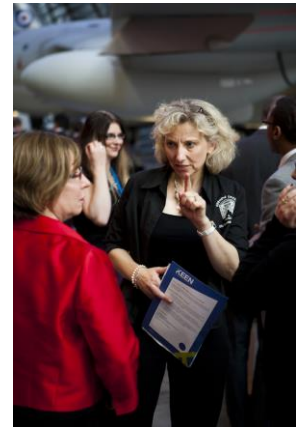
RESCUE

Conference & Event Management

You began the planning and organisation of a conference in good time but the day is looming fast and it's become overwhelming with the pressure of other projects and general workload?

No problem! – We completely understand and we are here to help you and your event look great!

With over 16 years' experience we can **'HIT THE GROUND RUNNING'** within days of first contact.



Exceeding Expectations in
Conference & Event Management



**Don't delay,
call us today!**

STEP ONE:

Call us for an initial **'no obligation'** detailed phone discussion regarding your event requirements when we may also run through a simple questionnaire.

STEP TWO:

Having **listened carefully** to your needs we will quickly provide you with a **Detailed Proposal & Quotation**.

NB. This will take into consideration how much we will be dovetailing with your own resources and personnel and how much planning is already in place.

We will base our fee on taking the project reins and continuing the conference organising started by you and working closely with you right up until its successful delivery and post-event evaluation and debrief.

STEP THREE:

You will look at the proposal and, following collaboration with your colleagues, we will make any necessary adjustments.

STEP FOUR:

Once agreed we will provide you with a final proposal/quote plus a contract for signing and a request to set a date/time for an **URGENT PLANNING MEETING!**

STEP FIVE:

With the contract signed, the **initial planning meeting** will take place (minimum 2 hours) between you and the OD&V Team so that we are able to 'hit the ground running' with delivery. The main purpose of the meeting will be to establish a **strong working relationship**, ensure we have a comprehensive understanding of your expectations and objectives as well as identify the current position and steps already in place.

STEP SIX: (Hands-on management begins)

Following the above meeting, we will immediately become **'hands on' project managers** picking up urgent tasks, processes and communications whilst also putting together additional prioritised plans of action to take us right up to the event.

STEP SEVEN: (EVENT DAY)

OD&V will ensure **smooth running** of the event with 2 professional staff attending for event set-up the night/morning before until the conference end and breakdown.

STEP EIGHT: (Post-event)

We never walk away at the end of a conference but allow time for data tidying and hand over, distribution of a simple electronic delegate survey, format of summary report and a post-event de-brief with the client.

Contact Rose & Madalina

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