



9962 Durant Drive
Beverly Hills, California,
90210 USA
Telephone: 310-277-0869
Fax: 310-277-0451
sbarman@bieltd.com
<http://www.bieltd.com>

Event Management

- Plan, organize and implement all facets of the event.
- Site research and inspections
- Research and make final venue recommendations.
- Develop working budgets and final budget reconciliation.
- Conduct on-site and other planning meetings.
- Develop event timeline.
- Food and beverage recommendations.
- Oversee creation and production of invitations.
- Invitation mailing and RSVP tracking.
- Coordinate speaker logistics and technical requirements.
- Gift recommendation, procurement, wrapping and distribution.
- Oversee creation and production of all materials, incentive and promotional items.
- Arrange all transportation/valet parking requirements.
- Coordinate audio visual, computer and technological requirements.
- Arrange leisure/recreational activities.
- Entertainment recommendation and procurement.
- Oversee entertainment production, technical and rider requirements.
- Fulfill VIP/speaker/celebrity contract obligations.
- Negotiate and coordinate hotel requirements.
- Interface with all local vendors and client.
- Develop proposed event format.
- Coordinate delivery of all rentals, materials and equipment.
- Review contracts and obtain invoices from third party vendors.
- Oversee set up, installation and execution of all elements for the event.
- On-site supervision throughout the event.
- Provide staff to ensure smooth progression of all aspects of the event.
- Regular status reports and wrap up.