HAY EVENTS

Event Management Service

VENUE FINDING

- ✓ Research multiple event spaces and sending out enquires to retrieve quotes
- ✓ Presenting detailed venue proposals to client
- ✓ Coordinate and manage on-site venue inspections
- ✓ Negotiate the best rates possible
- ✓ Venue liaison and contracting
- ✓ Weekly updates & scheduled catch-up calls with client

EVENT LOGISTICAL SUPPORT

- ✓ Developing a floor plan
- ✓ Developing an event schedule
- ✓ Plan suppliers load-in and load-out schedule
- ✓ Coordinate room layout and set up including AV and catering
- ✓ Creation of timelines, deadlines and expectations
- ✓ Create and managing Event Budgeting
- ✓ Attendee & Registration Management
- ✓ Weekly updates & scheduled catch-up calls with client

FINDING & LIAISING WITH SUPPLIERS

- ✓ Sourcing suppliers suited to your event's requirements
- ✓ Presenting detailed supplier proposals to client
- ✓ Negotiating price
- ✓ Liaison and contracting
- ✓ Weekly updates & scheduled catch-up calls with client

ON-SITE MANAGEMENT

- ✓ Liaison with venue manager & staff
- ✓ Supplier management including event stylist, caterer, audio visual, security to ensure successful operations
- ✓ Managing setup and pack down
- ✓ Overseeing and managing Hay Events staff
- ✓ Attendee & Registration Management
- ✓ Weekly updates & scheduled catch-up calls with client prior to event date

Virtual Event Management Service

STRATEGY

- ✓ Assist with setting goals and objectives
- ✓ Creation of timelines, deadlines and expectations
- ✓ Virtual Event pricing strategy

EVENT LOGISTICAL SUPPORT

- ✓ Setting up and managing online registration
- ✓ Suggesting the most suitable virtual platform
- ✓ Managing virtual platform
- ✓ Developing virtual event schedule
- ✓ Virtual event budgeting management
- ✓ Arranging weekly 30 minute catch-up calls
- ✓ Main point of contact for all virtual participants and speakers/host
- ✓ Virtual event content administration**
- ✓ Creating feedback forms for post event attendee follow up

VIRTUAL MANAGEMENT

- ✓ Managing the virtual platform on the day of the event and providing technical support
- ✓ Managing polls, chats, breakout sessions
- ✓ Managing event schedule
- ✓ Monitoring participant engagement