



Etm event Management



- Brief Summary about our Services

We fulfill your expectations

Event planning is more than a project

bringing together various components

to produce excitement and experience

To feel rewarded and educated



- Event planning and conference organizing including all creative, technical and logistical elements of the event



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 Selection of event venue



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 Advertising



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- Entertainment services i.e DJ's, bands and others



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 Team building activities.



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- Tours and excursions for interested participants.



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● Centerpiece decoration
and floral arrangements



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Gifts to promote the event, to sell tickets, to increase attendance, or to award attendees. Trophies, plaques, commemorative mugs, T-shirts, caps, printed totes and pens are among the most common gifts given to event attendees.



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- Site design and floor plans branding for events including but not limited to Placement of information booths and security stations, backdrops, wall drops, towers, banners, stand banners, badges solution, storage for gifts and give-aways, set-ups for back-stage areas



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- Effective Promotion with chosen themes supported by an application of marketing, branding, organization; all In all taking in consideration the hunting of sponsors and providing suitable media such as social media, internet, or other coverage as needed.

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Staffing: This encompasses individuals such as servers, coat checkers, drivers, special needs assistants, valet parking attendants, ushering, customer information agents, and ticket-takers. Also the positioning of booths and vendors, attending nurseries, assisting guest speakers, delivering supplies during the event, and other event logistics.



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- Providing event equipment as needed
Such as TV sets, Photo copiers, Pc's, Lap Tops or other.

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- Invitations prior to events
- Adequate security for guests, event personnel and equipment as well as protection of displays, products and maintaining a sense of security

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- In house catering or outsourcing catering services for hors d'oeuvres, salads and entrees, desserts and beverages. This includes opening ceremony, Gala dinners, Banquets and coffee breaks.

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- Lighting and sound services including wireless mics, table, or stand mics.
- Providing event equipment as needed Such as TV sets, Photo copiers, Pc's, Lap Tops or other.

Event Photography services

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- Information desks and receptionists.
- Registration desks
- Translation booths

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- Hotel accommodation in major hotels with representatives to assist in the check ins and outs
- Meet and assist Guests. Also Transfers from and to the airport, special venues and site visits. This is also available for the delivery of products and materials needed

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In addition to other services
We can offer



THANK YOU

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