RD EVENTS

Corporate Event Planning

WE OFFER FULL EVENT PLANNING FOR THE FOLLOWING TYPES OF EVENTS:

- *Corporate Meetings*
- *Conferences*
- *Employee Appreciation Parties*
- *Fundraisers*
- *Grand Openings*
- *Networking Events*

Don't see your event listed here? Contact us for more information!

Corporate Event Planning Services

- *Unlimited phone & email correspondence*
- *Venue Research & Guidance*
- *Vendor Research & Connections - Access to our preferred vendor list*
- *Rental Items & AV Rental Assistance*
- *Budget Management*
- *Décor Support & Sourcing*
- *Stationary Assistance & Designs*
- *Assistance with hotel room blocks and transportation for your out of town guests, if needed*
- *Layout and floor plan logistics resulting in optimal use of the event space*
- *Management of load in and load out*
- *On-site event coordinator for the duration of your event*
- *Coordination of set-up and take-down*
- *Communication and coordination with rental companies and vendors*

Pricing is customized based on your event needs.
Day of Management Services are available.
Contact us for more information.