

EVENT MANAGEMENT

HOST SUCCESSFUL MEETINGS AND EVENTS.



Promote your organization and connect with members and leaders in your industry through expertly planned meetings, conferences and events.

Enjoy the benefits of outsourcing your event management to AEG. Your association will save time and money by working with our highly-experienced staff to coordinate and run your association's events.

From smaller board meetings to large conferences that attract thousands of attendees, our team of event management professionals will assist your organization in choosing and securing a location, attracting sponsors and exhibitors, and promoting your conference to members. Our onsite staff will support meeting logistics such as registration and food and beverage details during your event. We can help with registration and check-in, member and exhibitor questions, and site set-up. We will work with you create a profitable and successful event.

EVENT MANAGEMENT SOLUTIONS:

- Site selection and contract negotiation
- Develop promotional and event materials and signage
- Develop event website and mobile app
- Organize onsite materials
- Food and beverage and AV planning
- Prepare certificates of attendance as necessary
- Provide full onsite staff management and logistical support
- Provide financial and billing reconciliation
- Manage sponsor and exhibit sales
- Promote through advertising, PR and digital outlets

Contact us today to get started.



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