



FACT SHEET

Event Planning

Information

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www.eopen.ca

Other Services

Website & Social Media
Database Design
Event Management
Managed Services
Grant Consultation
Energy Systems
Special Projects

Event Planning

Responsible for coordinating all of the moving parts involved in ensuring events go smoothly, including choosing venues, catering services, and hiring performers. We plan and coordinate all the details before the event and handle day-of logistics.

What's Involved

- **Project Management**
 - Schedules & Budgets
 - Communication & Marketing
 - Client Communication
 - Action Plans & Meetings
- **Registration**
 - Eventbrite or Platform Customer Uses
- **Branding & Materials**
 - Logo Creation
 - Social Media Graphics
 - Booklets & Banners
 - Digital Screens & Slides
- **Marketing**
 - Social Media Content, Graphics, Calendars
 - Email Marketing & Campaigns
- **Platform Management**
 - Sched or Entegy Suite
 - Build, populate & manage virtual platform
- **Speaker Solicitation**
 - Contact & Book Speakers
 - Negotiate Payment Terms
 - Organize all Slides & Materials
- **Delegate Management**
 - Data Collection
 - Assist all delegates
 - Track delegates for per diem
- **Event and Activities Coordination**
 - Book Venue
 - Determine Catering Needs & Menu Planning
 - Determine Setup, Floor Plan & Décor
 - Coordinate Flights & Hotels
 - Identify & Solicit Sponsors
 - Technology Coordination
 - Event Execution
 - Client Reports
 - Social Media Management