



Nonprofit and Corporate Event Services

Available services:

- Vendor research, selection, and management
 - Venues, Caterers, Photographers, Rentals, DJ/Band, AV, Miscellaneous
- Budget management
- Contract negotiation and review
- Theme/vision creation assistance
- Event design assistance
- Agenda creation assistance
- Accommodation research and room block management
- Ground transportation plan for attendees/guests
- Comprehensive, minute-by-minute run of show creation
- Site plan development
- Speaker procurement
- Hospitality management (guest and VIP experience, gifting experience, accessibility planning)
- Printed materials development assistance (invitations, programs, signage, etc.)
- Travel booking for staff, speakers, and/or attendees (access to company credit card required for this service)
- Event set up/tear down assistance
- Onsite event coordination
- Post-event evaluation

Packages starting at \$1,000

Let's Connect!

[Fill out this form](#) or email hannah@thedayspanningco.com