



## Rielle Events, LLC Services

### Consulting

- ◆ Event Planning: Providing direction for event research, design, coordination and evaluations.
- ◆ Strategic Planning: Suggesting signature event elements to achieve articulated business goals.
- ◆ Timeline Management: Assisting in the development of design, volunteer and vendor timelines.
- ◆ Board/Volunteer Event Planning Management: Advising team event planning meeting agendas.

### Creative Design

- ◆ Event Design: Developing the event theme, vision, site schedules, and potential event needs.
- ◆ Program Creation: Designing the day-of-event agendas and program overviews.
- ◆ Brand Development: Creating innovative ways to tell your company story, message and values.
- ◆ Design Execution: Ordering materials like props, linen, chairs, tables and floral arrangements.

### Graphic Design

- ◆ Event logos: Designing custom event logos.
- ◆ Event Collateral: Developing event programs, brochures, sponsor packages and give-aways.
- ◆ Event Website Development: Creating and maintaining custom event websites for the public.
- ◆ Event Promotional Materials: Producing pre-event materials such as event fliers and invitations.
- ◆ Event Banners and Signs: Outlining and designing event signage and displays.

### Event Management

- ◆ Coordination: Assigning event duties for event contractors, maintaining vendor event timelines.
- ◆ Mailings: Organizing and executing mailing schedules for guest lists provided by the client.
- ◆ Vendor/Speaker/Entertainment: Informing event speakers and vendors of important updates.
- ◆ Event Preparation: Finalizing production schedules, registration lists, gifts and final event needs.

### Event Production

- ◆ Day-of-Event Management: Executing day-of-event agendas to ensure on-time production.
- ◆ Media Coordination: Assisting media outlets to ensure effective event coverage.
- ◆ Audio and Visual Team: Overseeing the audio and visual teams for the event.
- ◆ Volunteer Management: Assigning volunteer roles and providing oversight.