



elementevents
by ramona

Corporate Event Management



Hello!

And thank you for your interest in our services!

Here at *Element Events*, we believe all *event elements* should integrate with your brand objectives and communicate professionalism.

Our 20 years of *local* experience in the events industry enables us to design brand events to suit any corporate image.

Ready to start planning your next big event? Great! We'd love to hear from you and see how we can bring your dream event to life.

Ramona



Testimonial

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I have engaged Ramona and her team multiple times for corporate events. The end-to-end process is absolutely faultless. Ramona listens to my ideas and she makes it happen, on time, every time. Highly recommended.

Michelle Deschamp
Abbot Point Operations
December 2022



Corporate Event Management

Our ultimate goal when consulting with you and planning your corporate or promotional events is to make sure that we bring your vision to life.

We want your dream event to become a reality.

We also make sure that the teams we deploy to work your events have the exact same goal and vision in mind.

It is important that they are well integrated into the event as a whole so as to create a seamless and holistic approach.



Event Management Services

Our Event Management Services include:

- Site visit and initial consultation
- Budget and checklist development and management
- Event layout & styling design
- Invitation coordination including addressing, RSVP tracking, and follow-up
- Planning meetings and ongoing communication throughout the planning process
- Vendor management:
 - recommendations and sourcing
 - quotes, meetings, and contract negotiations
 - menu development and recommendations on food choice
 - vendor coordination throughout the whole process
 - venue walk-through meetings (as needed)
- Ongoing communication throughout the planning process
- Coordinate full bump-in and bump-out for all vendors for your event





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Get in touch

LET'S PLAN YOUR NEXT EVENT

If you're unsure where to begin, we can help guide you into a space where you can start realising your next big event.

We're here to help.

