

# EVENT MANAGEMENT

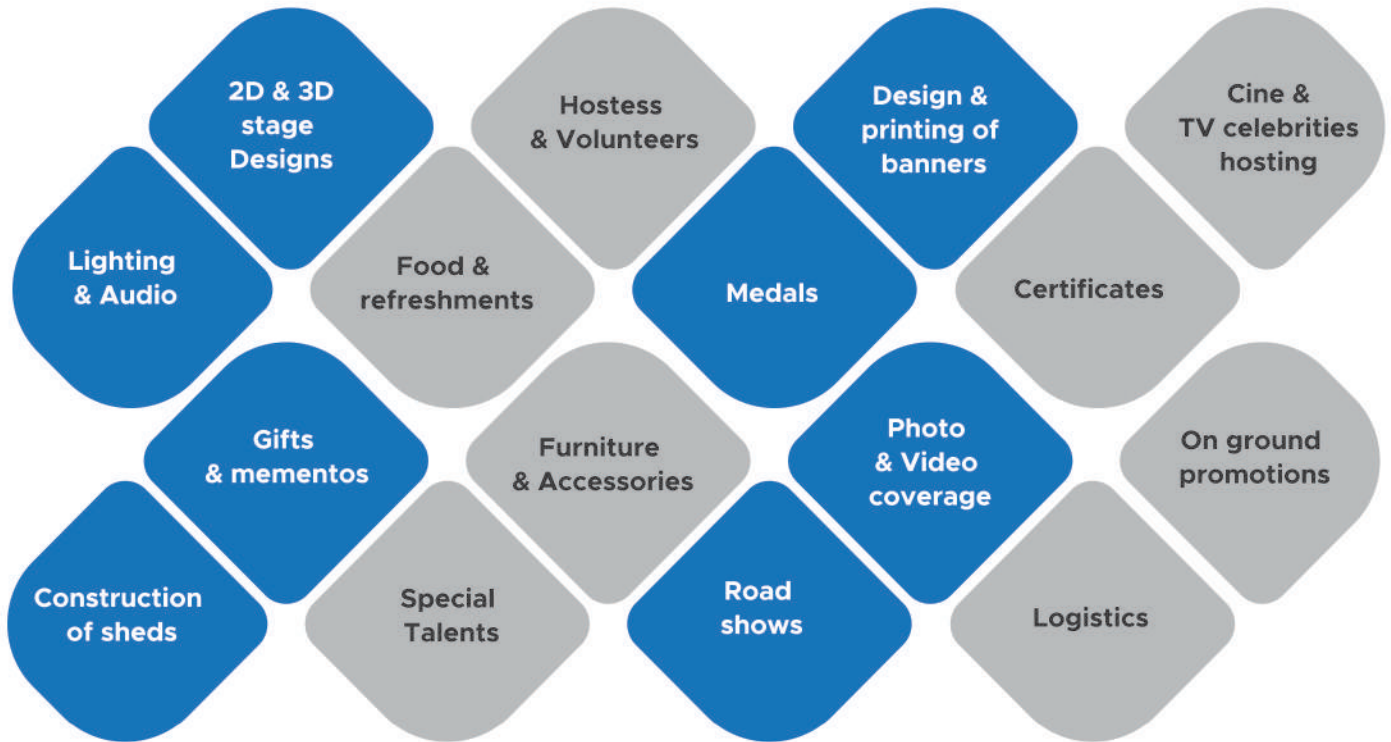


"Our model works best when we can become more than the hired help and can become strategic event management partners, so the first step for us is about getting to know you and your business. Since we have taken the time to learn about your business and the goals of your event, you can rest assured that the event will be on target and in line with your objectives. Leave the planning and management to us."

**TEAMPRO**



# OUR SERVICES



At TeamPRO, we take care of our client's events like our own and our diversified team will keep you tension-free throughout the course of the event. From strategy planning, budgeting, and comprehensive registration support to marketing and branding we bring the most current, innovative and professional market expertise. We bring fresh and unique approach to the event management industry. Our team understands that a properly executed event can be leveraged to support an organization's strategic vision, incorporated into a company's marketing plan, or used to build networks and client loyalty. We approach every project with meticulous attention to detail and obsessive precision. Regardless of size and scope, we treat your event like a business with clear strategic goals, defined milestones, and a comprehensive plan to ensure that your event is delivered on time and on budget.







We learn your business, focus on your challenges, and plan events to support your goals. We can do it all for you, from the first boarding pass to the final presentation to the board.

Creativity is the heart of our programs. We see the unexpected and deliver the unforgettable. Our in-house creative team delivers compelling themes, impressive designs, powerful videos, and awe-inspiring events. Consider us your creative agency without the high price-tag or inflated egos. We work around the clock for your success. We're adept at the full range of print, video and digital communications. And everything we do is grounded in sound marketing strategy and integrated with the rest of your solution. We're the place where talent meets teamwork.

## HOW TEAMPRO DIFFER FROM OTHER EVENT PLANNERS ?

Renewed  
Planning  
Methodologies

Tailor  
made  
solutions

End to end  
service

Professional  
and  
personal care

Dedicated  
team



# EVENT MANAGEMENT PROCESS

This is where our event management expertise comes into play. At our core, we love events. We love the on-site details, production plans, schedules, deadlines and to do lists that come along with managing an event. From meticulous management of facility details to AV, catering and on-site coordination, we ensure every detail is looked after. Managing your event using a strategic overall plan and a methodical management approach allows you to rest easy. Knowing that every last detail is looked after will allow you to focus on your attendees and stakeholders at the event. Let us look after the rest.

1

Understanding of event nature and flow

2

Brainstorming of creative ideas

3

Planning of execution in consultation with client

4

Designing the whole event

5

Visiting venue for preview discussions of placements of materials

6

Discussing possible deliverables

7

Construction of venue arrangements and stage

8

Fine turning event flow

9

Conducting By Run

10

Event execution

