

GARNISH

EVENT MANAGEMENT

VIRTUAL SERVICES

All events should be strategic and impactful. This is why we treat every experience with a customized approach that is flexible and scalable to fit your brand's needs. We understand that digital events and the supporting technologies are rapidly evolving, making it difficult to know where to start the planning process. Our team is dedicated to staying educated on all advancements in digital event offerings and ensuring you have the support you need for the full lifecycle of your virtual event. We will make certain your transition to virtual is trouble-free, productive, and an entirely seamless experience.

SERVICES

EVENT STRATEGY & PROJECT MANAGEMENT

- Attendee Experience Strategy
- Concept & Theme Development
- Agenda Development
- Run of Show Management
- Contract Negotiation & Management
- Budget & Expense Management
- Timeline & Milestone Management
- Agenda & Session Management
- Day of Support
- Cost Savings Tracking & Reporting

TECHNOLOGY SERVICES

- Evaluation & Consultation
- Vendor Procurement
- Full Service Vendor Management
- Platform Management
- Website Development & Management
- Event Branding
- Giveaway Programs
- 1:1 Meetings
- Surveys
- Post Event Analysis

REGISTRATION SERVICES

- Registration Strategy Consultation
- Registration Form Development
- Attendee Lifecycle Management
- Help Desk Services
- Comprehensive Data Analytics, Tracking & Reporting
- Payment Processing & Reconciliation
- Attendee Communications

SPONSOR & EXHIBIT MANAGEMENT

- Contract Implementation, Payment Processing & Tracking
- Build & Manage Exhibitor Resource Center
- Manage & Implement Sponsor Deliverables
- Sponsor Communications
- Interactive Expo Experience
- Electronic Exhibitor Kit Creation & Distribution

SPEAKER MANAGEMENT

- Keynote Speaker Search
- Call for Presentations Process
- Speaker Agreements & Logistics
- Presentation Collection
- Speaker Communications
- Rehearsal & Day of Scheduling

CONTACT US AT EVENTS@GARNISHEVENT.COM

While these are our standard services, we know our client needs can be unique. Our goal is always to ensure our clients have all the support they need. Please contact us to discuss your virtual event support needs.

LEARN MORE AT [GARNISHEVENT.COM](https://www.garnishevent.com)