

## CLIENT APPRECIATION PROGRAMS

**CLIENT:** Insurance Company

**TASK:** Event Description:

- 3-day retreat for 200 people at a high-end resort.
- 1 hour meeting, planned activities, golf and reception daily
- Entertainment, gifts and hospitality throughout.

**SOLUTION:** S&A Event Services:

- Site analysis, selection and hotel contract negotiations
- Budget preparation and reconciliation
- Collateral design and development  
(invitations, programs, agendas, signage, gobos, centerpieces, ice bars and more)
- On-line registration services and support
- Travel Manifest and group transportation coordination
- Entertainment sourcing (celebrities, comedians, bands)
- Amenities and turndown gifting daily
- Coordinated all planned activities and golf outings
- Staging, lighting and AV support
- Onsite management & staffing, as well as emcee support



**CALL US AT (908) 626-0300 TO SEE HOW WE CAN HELP PLAN YOUR NEXT EVENT!**