

CORPORATE GALAS & CELEBRATIONS



CLIENT: Law Firm

TASK: Event Description:

- 500 Partners and their spouses/guests celebrated 25 years of success as an Anniversary Celebration over a 3-day retreat weekend.

SOLUTION: S&A Event Services:

- Comparative site evaluations, presentation of findings and hotel contract negotiations
- Creation of Anniversary “*Then & Now*” theme celebrating 25 years of success
 - (1st night ‘70’s flashback evening – 2nd night ‘new age’ futuristic party)
- Satellite video interviews to produce an opening sequence and internal DVD
- Budget preparation and reconciliation
- Program/Agenda design and development
- On-line registration services and support
- Travel Manifest and group transportation coordination including VIP meet & greets
- Entertainment sourcing (celebrities, comedians, bands)
- Amenities and turndown gifting daily with personalized thematic note cards
- Coordinated all planned activities and tours
- Designed event collateral (invitations, programs, signage, name badges, centerpieces)
- Staging, lighting and AV support
- Onsite management & staffing

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