

On-site Management

On-site Management / Staffing

One of the final pieces of any successful meeting or convention is what happens on-site. Best Meetings Inc. produces a staging guide that incorporates every detail of your event into a single, user-friendly format used by all key staff on-site. And we are there to oversee everything. We handle on-site registration, coordinate volunteers, troubleshoot and make your attendees feel like they are the most important people there. You can count on us to make you look great.

- On-site contact between client and site
- Identify staff/volunteer assignments
- Provide job description and schedules to staff/volunteers
- Provide training on responsibilities
- Oversee set-up of registration area
- Manage registration area
- Distribute name badges and on-site information packets
- Oversee room sets and audiovisual requirements