

Logistics

Site Negotiations/Logistics

We can help you find the perfect site in the right location for your group and negotiate the best contract. As a member of Meeting Planners International, our contacts allow us to research potential meeting places around the country. We will work with you to find a site to best suit your needs and then coordinate all the details.

Site identification

Site selection/negotiation/contracting

Coordination of food functions/menu selections

Development of a staging guide to coordinate all meeting details

Coordination of hospitality suites

Liaison between client and site

Pre-conference meeting with facility

Review post-conference site invoice for accuracy

Site evaluation