



> public relations
> events
> communication

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Events: Do you need someone to **# Manage** your events professionally from A-Z **# Support** you with event-communications **# Provide** the right setting for creating a high-quality network **# Advise** you on event programming

This is what I can do for you:

- With 8 years of experience in working with different event-teams, I know how to move an event-planning forward together, work on deadlines and control the overall event set-up with all its details.
- Whether it is a 1-day gathering with 25 persons or a 3-days event & exhibition for 800 visitors, I have worked with various set-ups and budgets up to 400K
- Because I have used numerous event locations within Europe, it is easy for me to negotiate prices and find the right suppliers of venues, hotels, restaurants, AV etc.
- This is how we can start:
 - Together we establish the goal of the event, a preliminary program, preference for location, options for a date and an approx no. participants
 - After setting these outlines, I'll take from there and start with further preparations, such as preliminary budget and overall event planning
 - With this information I will scout, visit and request offers for suitable venues, hotels, dinner locations etc. (if needed)
- Until the actual event starts (in short)
 - Chairing regular event-meetings on progress

- Allocation of rooms and AV & Internet orders placed
- Menus have been set and catering negotiations have been done
- Program finalised and speakers invited and Hand-out designed
- Website and registration and badges all prepared
- Communication texts and visuals (e.g. invitations) up and running
- Staff planning for event-support

- During the event
 - Event coordination during set-up, event and dismantling
 - Coordination of AV, Catering, Logistics, Registration and general flow
 - Test & check-up of AV and rooms
 - Problem solver for unexpected incidents
 - Ensuring participants happiness

- After the event
 - Internal and external evaluation
 - Invoicing & Budget finalisation