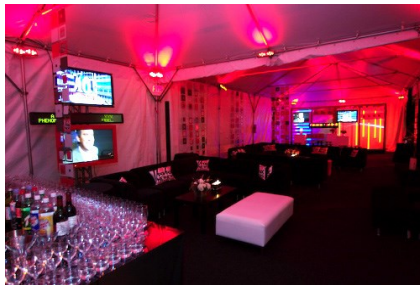




CONSULTING SERVICES

CORPORATE



About Save the Date®



Founded in 1994, Save the Date® was originally started as a venue and vendor search firm. Twenty years later Save the Date® is an award-winning event planning company, specializing in providing clients with the best resources needed to execute their conferences and other special events. We have been dubbed “the planner's planner” because we know the culture of the corporate clientele. We understand the need for immediate turn-around, minimizing your spend while maximizing your return on investment and managing the overall logistics, all within our clients’ timeline and expectations.

- We have produced more than 30 million dollars in events during a fiscal year and, because of that, we have tremendous buying power in the industry, saving our clients’ money as well as time.
- We work with and manage thousands of New York City event venues and vendors, helping our clients determine which is the right location or vendor for any specific job within their budget parameters.
- As our clientele grew, so did the demand for our full service planning. Collectively our Save the Date® planning team has a background in corporate, fashion and non-profit events as well as high-profile weddings. This unique group makes us the most diverse and experienced planning team available.
- By charging a flat rate, not a percentage of your bottom-line, we work within your budget instead of adding to it. Hire us to assist with a one-day event, a multi-day program or pay us a monthly retainer for support during your busy season.

Retreats

Investor Meetings

Product Launches

Partner Dinners

Movie Premiers

International Incentive

Programs

Multi-Day Conferences

Closing Dinners

Fashion Shows

Concert Series

Award Ceremonies

Summer Associate Events

Overnight Room Blocks

Event Services



Our a la carte approach gives each client the flexibility to have us search for the perfect location or outsource any event to us when an extra hand is needed. Save the Date® aims to honor your company's integrity and vision in every event we produce across the globe.

OUR SERVICES

- One dedicated event consultant throughout your entire planning process
- Vendor recommendation, budget allocation & vendor discussion in the following categories: hotels, restaurants, activities, caterers, audio visual, décor and ground transportation
- Assist with referral & selection of all vendors
- Review all contracts & negotiate all final vendor proposals & fees (AV, music, décor, etc.)
- Assist in preparation & manage client's projected budget
- Coordinate all vendor payments on clients behalf
- Act as primary liaison with all contracted vendors throughout planning process
- Schedule & attend all planning appointments with vendors
- Set & manage schedule for confirming of all logistics ie. contracts, appointments, final walk-throughs etc.
- Assist with brainstorming of all creative elements including branding opportunities, theme, & décor elements
- Work with graphic designer &/or web designer & print shop to coordinate & prepare printed materials including save the dates, invitations, presentation decks, nametags & event signage
- Offer creative energy & expertise in regards to menu selections, speaker options, décor and entertainment
- Manage & coordinate all event logistics, not limited to but specifically, registration, program, catering, décor, speaker needs, transportation, and event staff
- Collect RSVPs & monies where applicable & compile responses into master registration database
- Coordinate & manage the rooming list including confirmations to all attendees
- VIP management including hotel rooms, transportation & special needs
- Help coordinate audio visual presentations/timeline for general session
- Review final AV orders to ensure proper set up of sound, lighting and staging
- Assist in finalizing floor plan & any seating needs
- Work closely with internal team to ensure all logistics are being coordinated with management approval
- Design Event Specs of the complete program to be sent to the client regularly for review
- Assist with all final orders & deliveries of all printed materials, rentals & other specialty orders
- On-site management for the duration of your event including set up and registration where noted on the event schedule
- Manage seating arrangement contingency plan for last minute guest additional or cancellations
- Post event wrap up. Present an inventory of all event related items including but not limited to final guest list, budget items, follow-up with invoicing unpaid vendor invoices

Event Services



Allow Save the Date® to be your partner when you need it the most. Our team can provide additional support the weeks leading up to your event and on-site to ensure your first impression is the best impression for your guests and VIPs.

ONE MONTH OUT

- Act as primary liaison with all contracted vendors the final weeks leading up to your event
- Schedule and attend all final walk-throughs with vendors
- Review final AV orders to ensure proper set up of sound, lighting and staging
- Review final F&B orders to ensure proper set up of all meals, breaks and receptions
- Assist in finalizing floor plan and any seating needs
- Assist with all final orders and deliveries of all printed materials, rentals and other specialty orders
- On-site management for the duration of your event including set up and sound check
- Additional on-site management for registration support and giveaway distribution
- Post event wrap up.



Event Highlights

