

ABCey Events provides an extensive range of event management services including all aspects of event planning and production, on-site management, event marketing and PR, and a post event client review for debriefing and finalizing.

We leverage our relationships and extensive network of strategic partners and professionals to provide our clients with the highest quality services. Our local experience in San Francisco enables us to recommend venues that deliver the right level of service and proper ambience for events of all sizes and budgets.

We know the importance of providing customized personalized solutions for clients based on their specific event planning needs and will help you reach your targeted event goals.



MATT POWERS



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CONTACT

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Advance Event Management Services

- Event Planning and Production
 - > entertainment
 - > staffing
 - > photography
 - > fashion shows
 - > transportation
 - > stage lighting and design
 - > creative concept/theme design
 - > rentals
 - > audio visual production
 - > décor/ floral design
 - > flier design
 - > live webcasting
 - > invitations
- Venue Selection
- Budget Development and Management
- Comparative Pricing Analysis
- Production of timeline
- Client communications
- Food & Beverage Management
- Vendor Selection & Management
- Sponsor Management (advance and on-site)
- Hourly consultation

On-Site Event Management

- Manage all on-site event logistics
- Coordinate all vendors (décor, AV, etc.)
- Manage on-site registration/check-in/customer service
- Supervise distribution of on-site materials
- Oversee food service
- Direct overall flow/execution of event

Event Marketing and PR

- Email marketing (production and distribution)
- Social networking/media
- Digital and Print Media
- Web registration
- Graphic Design/logo and event identity
- Press release writing and distribution

Post Event Client Review

- Debriefing
- Finalizing budget
- Prepare post event report
- Provide binder and CD for client