



Heavenly Works, LLC

Event Planning Consultants

COMPANY

Heavenly Works, LLC Event Planning Consultants specializes in corporate event planning and coordination for galas, conferences and social events. Our company provides solutions to successfully plan, organize and facilitate various levels of domestic and international event venues. Heavenly Works, LLC consultants have over 30 years of experience serving businesses, non-profits organizations, federal agencies, and faith-based communities. Our competencies are in event planning, conference logistics, VIP services, and public relations support.

CORE COMPETENCIES

Event planning services – Pre and post event

- ❖ Site solicitation and selection
- ❖ Contract negotiations and management for all facility services
- ❖ Vendor/Exhibitor selection & management
- ❖ Post event support

Conference Logistics Management

- ❖ On-site meeting operations (space & set-up, registration, signage, facility services)
- ❖ Development/Management of Event Work Plan
- ❖ Volunteer Management
- ❖ Coordinate development of Conference Program/Manuals.
- ❖ Develop and direct run schedules for all conference logistics

VIP Services

- ❖ Special events for dignitaries
- ❖ Travel logistics for presenters and volunteers
- ❖ Domestic and International Hosting

Public Relations Support

- ❖ Coordination with event marketing and public relation liaisons
- ❖ Security, audio visuals, lodging, catering, and shuttle service.

AWARDS

- ❖ National Aeronautics and Space Administration (NASA) - Award of Excellence for “event quality and comprehensive program venue “on a limited budget.

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PAST PERFORMANCE

- ❖ **National Urban League:** Planned annual training conferences for all 26 nation-wide management staff.
- ❖ **New York AIDS Consortium:** Planned and coordinated all logistics for meetings, conferences, workshops and seminars (30 Community Based Organizations- State, City and Medical/Hospital Facilities)
- ❖ **NASA Goddard Space Flight Center:** Organized/hosted many high profile public special events- Communities Day, space science anniversary observances, model rocket launches, space birthday parties, receptions. Facilitated daily facility/cleanroom tours and VIP tours. Recruited, trained and managed volunteer services. **1998 NASA Goddard Space Flight Center 40th Anniversary Community Day Open House:** Served as the lead event planner (10,000 attendees). Received an Award of Excellence for “event quality and comprehensive program venue “on a limited budget.
- ❖ **National Institute of Health (NIH)-National Training Center:** Lead for planning/facilitating graduations and other required special events.
- ❖ **The Balm In Gilead:** Facilitated event planning and logistics for all large, national Faith-based events: annual galas (1000 attendees), VIP functions, conferences/meetings.
- ❖ **2009 African American Church Inaugural Ball:** Served as the lead event planner. (1000 attendees).
- ❖ **2011 UNAIDS-Women, HIV and the Faith Community: Bringing the Voice of Africa to Washington, DC:** Served as the lead event planner for a week-long series of meetings/events, local and out of state between female visitors from African countries and key US policy makers, global health advocates, community leaders and the media re: global health care/funding, gender violence & inequality and advocacy.
- ❖ **2012 International AIDS Pre-Ecumenical Conference:** Served as the lead planner for 500 person event, in partnership with the host organization, Host-EAA in Geneva, Switzerland. Managed all major event logistics and contract negotiations for facility space and services, meal functions, lodging, VIP logistics, volunteer staffing, on-site registration, security and transportation.
- ❖ **2013 African American Church Inaugural Ball:** Served as the lead event planner. (500 attendees).
- ❖ **The Church Compliance Conference:** Served as the Event Coordinator for Annual Legal Compliance Conference for Faith Community, contracted by The Law Offices of Erika E. Cole, LCC.
- ❖ **Healthy Churches 2020:** Key planning team member for national Faith Health Conference.

COMPANY DATA

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