

## **PER***Culture* **EVENTS**

### **SERVICES**



#### **Private Functions:**

- Theme development*
- Budget management*
- Venue selection*
- Vendor Selection, Negotiations, Contracting & Management*
- Catering & entertainment management*
- Accommodation logistics*
- Printing & invitations*
- Décor & Design*
- Hospitality Management (Check-in, seating arrangements, gift bags, etc.)*
- Media Coverage*
- Photography, “print/video”*

#### **Corporate Functions:**

- Concept development*
- Budget management*
- Contract negotiations and management*
- Catering*
- Speaker selection*
- Entertainment booking and management*
- Décor & design arrangements*
- Full-Service production capabilities*
- Public Relations and media coverage*
- Photography, “print/video”*

#### **Non-Profits:**

- Concept and creative development*
- Budget management*

*Venue selection*

*Catering & menu selection*

*Speaker selection and talent booking*

*Silent and live auction management*

*Invitation/program design, printing & mailing*

*Décor & design planning*

*Public Relations management, advertising, sponsorship opportunities*

*Audio/Visual production*

*Website, social media and graphic design capabilities*

*Photography, "print/video"*

**Post-Event evaluation & follow-up:**

**PER***Culture* Event services do not end at the close of your event. With corporate and non-profit functions, they also include post event follow-up and management. Debriefings are held and evaluations are undertaken so that the success of the event can be realized immediately and for future event planning.