

The Fraser Coast...

serving up the
perfect conference
destination

Entrée

[pre conference services]



Location [Select suitable location or venue and check for conflicting events]

Site preparation and Plan
[including your exhibitors]

Local Government Requirements

Permits & Licences [if applicable]

Budget preparation

Risk Management Plan

Marketing & Promotion Plan

Delegate and Speaker Transport Plan

On-site Secretarial Support
[including minute taking at your AGM/Executive meeting]

Delegate Packs [preparation and liaison with sponsors]

Name Tags

Income:

- Co-ordinate Exhibitors/Vendors
- Registrations
- Publicity/Advertising
- Merchandising
- Sponsors

Take your Event from manual to mobile:

- Mobile Friendly Event Websites and Registration
- Social Media Sharing
- Mobile-Ready Presentations and Whitepaper content
- QR codes
- Mobile Surveys, Polls and Audience Response
- Incorporate Other Interactive App Options



FRASER COAST
Conferences & Events

Seamless Integration of Events & Activities

We take care of every detail so you're free to really enjoy your event, what it will cover and the results you intend to achieve.

Contact us today

Phone **1300 636 029**

or visit our website

www.frasercoastconferences.com.au

Satisfy your cravings for the perfect event



Main

[conference services]

Conduct staff briefing [including circulation of contact list for staff/volunteers]

Organise registration area and entertainment area

Liaise with exhibitors to ensure all requirements are met

Liaise with photographer or videographer

Greet speakers and prepare last minute presentations

Ensure venue staff are kept to schedule

Organise thank you gifts for speakers

Dessert

[post conference services]

Send out post event survey

Close off budget

Hold a debrief session

Send thank you letters to staff, volunteers, performers

Send thank you presentation to sponsors

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