



# Meetings and Conventions

## COMPANY INFORMATION

---

Plan Ahead Events Corporate Office  
Ph: (800) 379-1092  
info@planaheadevents.com

Meetings and conventions connect you to your customers, prospects, employees and partners. What kind of impression do you want to make?

At Plan Ahead Events, we take your meetings to the next level.

Each event is unique, and our solutions are tailored to your needs. No meeting is too big or too small. We will work with you to meet your goals, providing expert service with:

**Budget Creation Management** - We negotiate vendor and hotel contracts, identify optimal ticketing and sponsorship package price points, and keep expenses in check.

**Logistics** - We're sticklers for detail, anticipating obstacles, managing complex tasks, to produce seamless events.

**Project Management** - Our process starts with helping you specify event goals, then moving through the project timeline while ensuring adherence to your vision, budget, and schedule.

**Registration** - From promotion to online registration, to meal selection, seating assignments, check-in, badges and takeaways, we can cover it all.

**The Biddit Game** - Enhance the participation of your audience and their interaction with your exhibitors and sponsors utilizing a gamification tool that provides an incentive to mingle and network utilizing user-friendly technology.