

SPONSOR & EXHIBITOR FULFILMENT

- Database Management
- Sponsor & Exhibitor Prospectus Creation & Management
- Re-booking support

PROGRAM & MEETING MANAGEMENT

- Request for Proposal & Management of Bid Process. Negotiations and Contracting.
- Management of all pre-planning & logistics.
- Management of all onsite registration functions and logistics
- Management of post-event functions

MARKETING & COMMUNICATIONS

- Marketing plan development & implementation
- E-marketing Solutions
- Web Design & Maintenance
- Graphic Design
- Social Media & Marketing Strategy

FINANCIAL MANAGEMENT

- Annual Budget Preparation Assessment & Strategy.
- Monthly, yearly & Ad Hoc Reporting.
- Close Attention to Deadlines and Accuracy.
- Full Charge Bookkeeping & Accounting.
- Qualified, Dedicated & Trustworthy Accounting professionals who strictly



BOARD MANGEMENT & CHAPTER GOVERNANCE

- Annual Filings & Compliance Support
- Succession Planning & Vetting of Candidates
- Board Transition Oversight & Support
- Board Meeting Scheduling & Logistics
- Brain-Trust for Key Documents & History
- Administrative Headquarters & Professional Representation

ADVOCACY, LEGISLATIVE & PAC LIAISON SUPPORT

- Donor Relations
- Contribution Compliance Support
- Donation & Contribution Collection
- Reporting

STRATEGIC OVERSIGHT & ACTION PLANNING

- Business Plan Development
- Plan Assessment & Re-syncing
- Best Practice Development & Implementation
- Solution Strategizing & Problem Solving
- Executive Committee Strategic Support

MEMBER & VOLUNTEER MANAGEMENT

- Maintain Member & Non-Member Database
- New Member On-Boarding & Welcome
- Analysis of Member Demographics & Trends
- Dues Collection
- Customer Service & Communication
- Succession Support