



Why Liaisons Meetings & Events?

We never stand still; the nature of our business doesn't allow it. We continually evolve with the latest trends, expertise, and technology to find our clients the best solution. We seek to lead the way in creating and offering new services and utilizing the latest technological advancements to push the boundaries of what is possible.

Let's get started...Dynamic Services Under One Umbrella

Dedicated Meeting Specialists - Liaisons will assign a dedicated meeting specialist that will begin destination analysis and build preliminary information about destinations, air schedules and pricing, weather, etc. to help make the decision-making process easier and more efficient.

Recommendations & Site Selection - Our team of specialists will send out dozens of RFP's to properties in an effort to compare and negotiate pricing. The Liaisons team works with your corporate agents to identify buying trends in your transient business so that we can help you buy better and save money for your entire organization.

Contract Negotiations with vendors - Our best in class buying power goes to work for you as we negotiate with hotels, airlines, ground transportation companies, restaurants on your behalf.

Budget Analysis - Your meeting specialist will pull all of the above information together into a comprehensive budget that will be updated and analyzed throughout the planning process.

Theme and Logo Development - Our marketing team can present you with ideas and artwork that will help to communicate your business agenda.

Are you ready to tell everyone? Meeting Technology

Online web marketing and registration - Our online web marketing and registration will streamline your process into one place for communications, registration, air ticketing, reporting, etc.

Mobile APP - Replace your printed materials with a mobile app that continues your branding and messaging and helps our environment.

Let's talk details...Event Concept Development and Complex Logistics

Production and AV set up - Our team works with production companies throughout the world to provide cutting edge programs and presentations.

Meeting room set up and scheduling - Once we understand your needs we can recommend set up and layout while working with your production needs and the hotel square footage.

Decoration/Theming - Concept design to implementation, we bring excitement and a WOW factor to your events.

Menu Selections - Our team works directly with the chef and your budget to create memorable menus....we never order directly from the hotel menu list!

Entertainment / Motivational Speakers - Recommendations, ideas, interviews, negotiations – you make the decision

Off-Site dinner recommendations - Our team will identify the best restaurants in town and get to know the chef before we send your attendees anywhere!

Ground Transportation Scheduling - Only the best and cleanest motorcoaches and vans will do for your attendees....and a smiling driver makes it even better!

Optional Activities - We work with the best and make sure that they are insured, and offer quality guides, equipment, etc.

Signage - You need to tell your people where they need to be and we can help!

Final document preparation – name badges, baggage tags, trip information

Welcome Packets - Hotel information, agendas, destination information, it's all in there and we can help to coordinate it

Banquet Event Orders/Guarantees – We understand how to save you money with guarantees – this is an area where \$1,000s of dollars can be left on the table!

Reporting, reporting, and more reporting – Just let us know what you need to know!

Report Analysis – We will study your trends, and passenger needs, identify your vegetarians and special needs attendees and make sure the front desk is staffed when your people arrive, we will analyze your reports and make it happen.

We are on our way - Attendee Experience is a must....

On-site professional staff – we recommend one staff per 50 attendees.

Airport meet & greet services – we always have a representative at the airport to monitor coordination, handle baggage issues, etc.

Baggage services – our staff works with the bell staff to ensure swift delivery and to coordinate bag pulls on the final day.

Room delivery coordination – it shouldn't be complicated – but it is and our staff is there to coordinate and monitor deliveries.

Rooms management daily – daily housing reports are key to understanding your final billing – we will have them for you

On-site Air coordinator for changes – on-site air changes are a given and we will be ready to handle changes at your hospitality desk. Our team is also backed up by 24/7 emergency assistance staff.

Hospitality Desk Management – we become a part of your team...we will take care of your attendees' needs and questions.

Event management for set up, production, and cleanliness – our on-site staff will monitor set up to clean up

Daily Master Bill reconciliation and monitoring – monitoring the master bill daily will help alleviate those questions after we've all returned home.

Departure Notices – coordination, delivery, answer questions, changes

Is it over?

Final program analysis – it's a must...what worked...what didn't... Attendee Surveys

Final Billing – analysis, review, and negotiations

Let's get ready for next year.....

