



EVENTS AGENCY SERVICES

The **Event division** provides full event management services for a diverse spectrum of events:

Events, Awards, Gala Dinners, Luncheons and Cocktails, Incentives and VIP Events.

- Budget planning and management
- Critical path
- Branding and Communication strategy
- Event operations sheets
- Venue management and sourcing
- Menu planning
- Financial management
- Creative concept
 - Design and installation
- Entertainment management
 - Feature entertainment
 - MC
 - Speakers
 - Custom designed performances etc
- Printing and design management
 - Signage solutions
 - Menus, place cards and programs
- Flight and Transfer management
- Accommodation Sourcing
- Accommodation management
- Production and Logistic management
- Design and production
 - Audio visual
 - Lighting
 - Technology
- Onscreen content development
- Script writing for MC and speakers
- Risk management/OHS management
- Event photographer
- Insurance/security
- Produce CAD technical drawings
- Show calling
- Technical sound checks and event rehearsals
- Post-event services and reporting



EVENTS AGENCY SERVICES

The **Conference division** of EMG provides full event and conference management services:

Conferences, Meetings, Exhibitions, Registrations.

- Budget planning and management
- Strategy and program development
- Branding and Communication strategy
- Venue management and sourcing
- Conference management
- Trade and Exhibition management
- Flight and Transfer management
- Accommodation management
- Sponsorship management
- Financial management
- Onscreen content development
- Speaker sourcing and management
- Critical path
- Full event reporting
- Event operations sheets
- Social Program
 - Welcome cocktail reception
 - Gala dinner
 - Offsite events
 - Team building activities
- Entertainment management
- Production management
- Risk assessment/OHS management
- Event photographer
- Insurance/security
- Post-event services and reporting
- Website creation, design and activation
- Design and production
 - Audio visual
 - Lighting
 - Technology
- Creative design concept
- Full event collateral design
- Printing and design management
 - Signage solutions
 - Menus, place cards and programs



EVENTS AGENCY SERVICES

EMG **Design** is the in-house creative division providing clients with communication, design and concept solutions in the event space, ensuring consistency of message in all media forums.

- Event Design
 - Floral / plant hire
 - Centrepieces
 - Furniture
 - Stage / set design
 - Lighting design
 - Product sourcing
 - Experimental and innovative technology
 - Entrance feature design
 - Stand design
 - Signage and banners
 - Directional signage and wayfinding
 - Expo and conference design
 - Packs and satchels
 - Sponsorship products
 - User engagement and interaction
- Onscreen
 - Opener sequences
 - Holding slides
 - Powerpoint template
 - 2D/3D Animation
 - Film / movie / video footage
- Strategy
 - Marketing strategy
 - Communication strategy
 - Social media and edm campaigns
 - Advertising
 - Call to action / tagline
- Event branding
 - Brand / identity / icon design
 - Brand guidelines
 - Font selection
 - Colour palette
 - Event/Conference look and feel
- Brand application and Design Collateral
 - Invitations – print /digital eDM format
 - Menus and placecards
 - Program
 - Agenda – print and digital PDF format
 - Name badges and lanyards
 - Event tickets
 - Media walls
 - Posters
 - Branded microsite
 - Branded private mobile app
 - Branded online registration system
- Brand activation
 - Digital campaign – eDM, social media
 - Activation event