



## EVENT MANAGEMENT

At CiEvents, any audience reaction less than a collective “wow” means we haven’t done our job.

Because an event that does connect, astonish and make a lasting impression, will also reap the greatest return on your investment.

No matter how intimate or grand your plans may be, our aim is to understand your objectives, strategies, culture and target audience right from the start.

Then everything we do is about creating a sensation the moment your guests walk into a venue - be it a sales meeting, product launch or corporate event - where even the mood, look and feel deliver the very essence of your message. In a word, ‘magic’.

From local locations or exotic destinations, CiEvents bring a world of experience, professionalism and creative flair to every step of your event including:

### PRE -EVENT SERVICES

- Hotel & venue site selection
- Travel, flights and accommodation
- Critical path & budgeting
- Invitations
- Entertainment (**cicreate**)
- Script, design & direction (**cicreate**)
- Theming (**cicreate**)

### ON-SITE EVENT SERVICES

- Registration
- Food & beverage
- Staff management
- Security solutions
- Production Management (**cicreate**)
- Multimedia (**cicreate**)

### POST-EVENT SERVICES

- Evaluation & follow-up
- Full reconciliation & cost analysis
- Comprehensive reporting

Contact us to discover the many ways CiEvents can add magic to your own event

### Sydney

Phone: +61 2 9923 8800

### Melbourne

Phone: +61 3 8696 7070

### Brisbane

Phone: +61 7 3032 9580

### Auckland

Phone: +64 9 638 0286

### Wellington

Phone: +64 4 495 9572

### London

Phone: +44 [0]20 8336 8830

### Birmingham

Phone: +44 [0] 121 455 8071

### Shanghai

Phone: +86 21 2211 1903

[www.cievents.com](http://www.cievents.com)

“The event ran **as smoothly as any I have seen**, partners and execs were **blown away** and the feedback and vote of thanks from all who attended has been **overwhelming.**”

IBM

*add magic*