

## Facilitation Role

If required during the Event, and based on Event content, YEE is available to objectively perform an on-site facilitation role to ensure participants are kept on track and achieve the required learning objectives.

## Appreciation Gifts

It is customary when hosting an Event that participants or guests are given a welcome gift and/or a post-Event giveaway that forms part of the Event process in creating memories and lasting impressions. YEE possesses this centre of expertise in recommending and providing appropriate appreciation gifts that complement the overall Event theme and recall key Event messages well into the future.

## Post-Event Reporting

Should the client desire to capture the invaluable learning associated with the Event investment and the degree in which it met the stated objectives, YEE is able to produce a full client process report containing information regarding costing and the Event evaluation process.

We look forward to helping you create lasting memories when celebrating your next corporate or family special event!

~ Debbie Crossling Barker ~

YOUR  
EVENTS,  
ETCETERA

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YOUR  
EVENTS, ETCETERA

"Creating personalized design & event planning solutions in celebration of your corporate or family special event."

*Design*

*Event Planning*

*Reward & Recognition*

## Project Management

Clients feel secure in the knowledge that once YEE agrees to 'project-manage' an Event, all the details will be handled in a professional manner. Clients may be given periodic status and expense-to-date reports upon request. Access to information regarding the details of the Event is fully guaranteed.

## Event Concept & Theme Design

Based on the client's objectives for the Event, YEE can creatively conceive a unique theme, building in corporate colours, design, and culture. Furthermore, YEE ensures that key learning, performance, and/or appreciation/reward messages are embedded throughout the Event.

## Venue Selection

Venue selection is one of the most important variables in hosting a successful Event. YEE places a great deal of weight in the overall process, in finding the ideal venue to hold the client's Event. This is probably the largest client benefit as it can take up valuable employee time in locating and negotiating with suitable vendors.

## Communications Role

Based on the nature of the intended Event, YEE creates the invitational concept & design – either electronic or in a high-end paper-based format. Each recipient will be tempted to attend the Event from the visual creativity of the communication vehicle and the relating content. A vast variety of materials can be drawn upon to customize each Event invitation and provide guests with a lasting memento of the occasion.

## Business Offerings

*Your Events, Etcetera's* mission is to creatively & professionally manage your corporate or family event to the fullest extent possible. Our attention is personal, your result is customized & unique...  
We look forward to earning your business!

## Program Design

As YEE possesses instructional design competencies for adult learners, Events may be developed with 'learning' and/or performance-related messages embedded within the format of the Event. Content can be developed to support a specific outcome for the Event – the 'ah-ha' that we desire the attendees to retain once the Event is completed.

## Procurement Management

Due to the nature of the evolving event management business, new products and services are continually being developed. YEE has access to reputable suppliers of employee/client giveaways, creative packaging, tools and 'experiences' that enable the Event to be truly memorable in the guests' eyes.

In particular, entertainment is an integral part of a celebration or learning event as it assists in the creation of a lasting memory. As such, YEE has a number of talented suppliers at its disposal that are renowned in their own particular fields.

## Event Materials

During the Event, certain materials (e.g., Invitation, Welcome Kit, Agenda, Handy Guide, Presentation) may be required to complement the occasion and reinforce key messages. YEE is capable of design & content development, reproduction and coordinating these materials on behalf of the client. All materials will be interwoven into the overall theme & design of the Event.