

Corporate Event Planning Services

At Elle-Events Management we are dedicated, experienced and here to create a seamless and personalised experience from start to finish.

We support the corporate market with event planning and management. Whether it is a day or week-long conference, networking or exhibitions, seasonal events to team building and VIP launch events. We are on hand to collaborate with you and assist in venue sourcing, delegate management, registration, and much more.

Initial Consultation & Strategy

- Discovery meeting to understand event goals, audience, and brand identity.
- Define event type, tone, and desired outcomes.
- Budget planning and allocation guidance.
- Venue recommendations and sourcing based on event needs and budget.

Pre-Event Planning

- Development of a detailed event timeline and checklist.
- Creation of a comprehensive event proposal and mood board.
- Coordination of internal stakeholder meetings.

Supplier Management

- Sourcing and negotiation with suppliers (catering, AV, décor, entertainment, etc.).
- Contract review and management.
- Scheduling and coordination of supplier meetings.
- On-site supplier coordination during setup and breakdown.

Venue Coordination

- Up to 2 site visits included, depending on final contract agreed.
- Liaison with venue staff regarding logistics, layout, and technical requirements.
- Floor plan design and seating arrangements.
- Accessibility and safety compliance checks.

Event Design & Branding

- Theme development and visual styling.
- Branded materials (signage, name tags, programs, swag).
- Digital assets for promotion (email invites, social media graphics).
- Coordination of branded experiences (photo booths, interactive stations).

Guest Management

- RSVP tracking and guest list management.

- Registration setup (online and/or on-site).
- Coordination of transportation and accommodation (if needed).
- Dietary and accessibility requirements.

On-Site Event Execution

- Full-day event coordination and management.
- Staff briefing and task delegation.
- Real-time troubleshooting and schedule adherence.
- Guest welcome, support and informational point.

Post-Event Services

- Debrief meeting and performance review.
- Collection of feedback from attendees.
- Delivery of post-event report.

Optional Add-Ons

- Concierge services for international travellers.
- Local gifting, goody bags and VIP management.
- Professional photography/videography.
- Interactive activities tailored to the event specification.

Our Approach

We operate as a flexible extension of your team, integrating seamlessly to deliver tailored event planning services that suit your specific requirements - whether minimal support or full-scale management. All pricing structures are developed transparently and collaboratively to ensure they align with your needs and expectations.