



*The Event Group*

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INTERNATIONAL

Extraordinary Events Delivered

## Introduction

Since its inception in 1992, TEGI has successfully designed, coordinated, and managed hundreds of events, conferences, and meetings throughout the United States and abroad. TEGI provides the full range of services to ensure that conferences and events are enjoyable and a pleasure for everyone involved.



## Corporate Event Management

All clients are unique and so are their corporate events needs. The Event Group International creates a an event around your specific requirements. You have an option to have TEGI run and manage all of the elements of the event or have us just fill in the gaps as required.....assisting with the speaker coordination or getting a trade show booth built. Whatever is combination of your requirements , our team is a natural extension of your team – we are vested in your success.

- **Conferences & Meetings**
- **Conventions & Tradeshows**
- **Grand Openings & Product Launches**
- **Retail & Consumer Events**
- **Fashion Shows & Product Demos**
- **Brand Engagement Events**
- **Community Events**
- **Galas, Luncheons & Fundraisers**
- **Book Launches, Premiers, Receptions & Afterparties**
- **Corporate Retreats**
- **Awards Shows**
- **Sporting Tournaments**
- **Destination Management**
- **Company Parties & Outings**





# Specialties

- **Event conceptualization & evaluation of program and goals**
- **Budget Development**
- **Venue scouting & contract negotiation**
- **Audio/Visual, Lighting & Staging**
- **Program and Stage Management**
- **Travel & transportation**
- **Photography / Videography**
- **Security**
- **Talent procurement & entertainment management**
- **Communications: Logo & Event branding, Graphic Design**
- **Event Tech ticket processing, event apps, live feeds**
- **Print Suites, Save-the-date, Participation Packages, Invitations**
- **Registration, Staffing, Volunteer Recruitment**
- **Décor, Custom fabrication & Design, Catering, & Rentals**
- **Management, Florals, Attendee Favors**



## **Detailed Services Offering**

**RFP Process/Site Selection:** Develop accurate program specifications to solicit targeted proposals for your event. Research the best venue options based on the number of attendees, program and budget. Provide comprehensive comparisons and recommendations. Complete contract negotiations

**Hotel Coordination:** Serve as the hotel liaison for all group needs, including rooming list/reservation coordination, function space maximization, food and beverage planning, AV coordination/production/staging, ADA compliance and shipping.

**Keynote Speakers Search:** Research and book keynote presenters that match your motivational or industry needs. Coordinate all follow-up elements, such as transportation, expenses, conference profile [so the keynote is able to customize his/her talk to the audience], stage setup and special AV needs.

**Agenda Planning and Faculty Coordination:** Provide tools to assist with outlining and completing the agenda. Organize multiple track sessions. Promote call for presenters, including communicating to speakers who have been accepted/declined. Walk speakers through all the required steps: bios/photos, continuing education requirements, PowerPoint, special AV needs. Assist onsite to ensure presenters are on stage on time and ready to deliver the best presentation possible.





## **Detailed Services Offering – Contd.**

### **Food & Beverage Management:**

Research and finalize a complete event menu to match theme, dietary needs and budget. Review all banquet event orders [BEOs] and track onsite. Work with restaurants and other outlets for various meal functions.

### **Creative Services:**

Develop event theme. Write, edit and proofread all required communications to organize, promote and complete the event. Design and produce all graphic elements for all types of marketing communications.

### **Communications Coordination:**

Plan and execute all required communications: print and mail, e-mail, HTML, post-event surveys. Track response rates and effectiveness.

### **Registration System:**

Custom online registration tool that allows registrants to select individual conference schedules and sessions as well as offers real time attendee and income revenue reports with the ability to accept online payments.

### **Budget Management:**

Forecast pre-event budget then build and track all elements of the event for budget success.



*The Event Group International has worked on Events and Campaigns for Clients Such as*



## Contact Information

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