



## SPECIAL EVENTS SERVICES LIST

We provide you with a range of services to ensure your event is professional, memorable and stress free. Our services include:

- Accommodation Management
- Artwork & Graphic Design
- Audio Visual & IT Management
- Complete financial management
- Ground transportation management
- Group airfare management (including Frequent Flyer bookings)
- Insurance, Risk Management & Compliance
- Marketing & Communication Planning and Implementation
- Preparation of online registration forms and group website
- Speaker and entertainment management
- Sponsorship & Exhibition management
- Supplier negotiation and liaison
- Venue research and management



THE  
*Well  
Connected*  
TRAVELLER

We Create Experiences

[www.thewellconnectedtraveller.com.au](http://www.thewellconnectedtraveller.com.au)