



Julie Wong, President

## Certifications

Certified Meeting Professional® (CMP)

Disadvantaged Business Entrepreneur (DBE)

Minority - owned Business Entrepreneur (MBE)

Small Business Entrepreneur (SBE)

Women Business Enterprise (WBE)

## Organizations

Meeting Professionals International (MPI)

Arizona Business Alliance (ABA)

Executive Association of Greater Phoenix (EAGP)

Greater Phoenix Chamber of Commerce

21001 N. Tatum Blvd.  
Suite 1630-477  
Phoenix, AZ 85050  
(602) 569-5333

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

# The Event Concierge

*Professional Planning with a Personal Touch*

*Greetings!*

***The Event Concierge is a full service meeting and event management company that saves our clients time, stress and money. From the ordinary to the extraordinary, The Event Concierge is focused on providing exceptional and unparalleled service while developing, organizing and managing each program on an individual basis.***

*The Event Concierge services will provide companies with the support and resources necessary to bring their meeting or event to completion in a timely manner.*

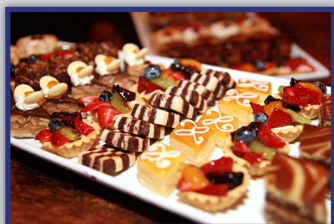
*The success of The Event Concierge is based on the following core values :*

- *Honesty, Integrity, Commitment, and Growth*
- *Creating long term partnerships with our clients*
- *Community involvement for a better future*

*Let us be of service to you in planning your next meeting or event!*

*Sincerely,  
Julie Wong, CMP  
President*

# Professional Planning with a Personal Touch



## ***We Offer...***

### **Event Coordination**

Consultation Planning  
Budgeting  
Timelines  
Program Logistics  
Onsite Management  
Vendor Negotiations  
Vendor Coordination  
Food & Beverage Planning  
Décor  
Floral  
Client Gifts  
Accommodations  
Security  
Registration

### **Entertainment**

Live Band  
Disc Jockey  
Keynote Speakers  
Musicians  
Celebrity Impersonators  
Themed Entertainment

### **Transportation**

Ground Transfers  
Car Rental  
Limousines  
Sedan Service

### **Audio Visual**

Sound  
Lighting  
Photography  
Videography  
Production  
Internet  
Set Design

### **Printed Materials**

Place Cards  
Programs  
Photocopying  
Invitations  
Brochures  
Menu Card  
Promotional Items

### **Activities**

Golf  
Spa  
Theatre  
Horseback Riding  
City Tours  
Tickets  
(Sports/Entertainment/  
Cultural)

### **Personal Services**

Dry Cleaning  
Shipping & Handling  
Maid Service  
Landscaping  
Personal Shopping  
Dinner Reservations

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