

Dreamday Event Planning & Décor Rental
www.dreamdayservices.com
612-616-2145

Dreamday Corporate Event Planning and Coordination Collection

Prices Vary Based on Event - Free Estimates Provided for all Inquiries

Don't have the staff resources, time, or the expertise to put on that corporate event? Dreamday is your answer. Save your corporation/company time and money. We bring the experience to orchestrate your event with an affordable budget. We can arrange access to resources needed for your event, be present throughout your event, and will assist you with each step along the way. We offer our expertise in assisting with helping you develop your event, exact timelines, to making sure all the bills are paid on time. We take the stress out of planning a corporate event. Do you need ideas? Or do you just someone to make your ideas come to life? Count on Dreamday for a successful event.

Our services include, but are not limited to:

Project Management: Dreamday manages every detail of your event from beginning to end. Dreamday works with vendors; handles contract negotiations, and onsite management of the event.

Facilities Management: Dreamday determines your needs and does the legwork for you and helps you find that perfect place for your event. Dreamday will also assist in locating lodging accommodations for attendees if needed.

Communications Management: Who is attending your event? What do you want them to get out of it? Life is about communication and every event requires many forms of communication. Communication occurs in so many different ways with examples ranging from verbal communication to invitations and/or handouts. Do you already have a great contact database or do you need Dreamday to help you get in contact with potential event attendees? At your event do you need speakers, PowerPoint presentations, and/or entertainment? We will also work with you on the content or message, the delivery of the message, and driving that message to attendees through creative concept development. Dreamday specializes in customer communication and education. Dreamday is experienced in the development of program policy, interpretation, analysis of need, short and long-term strategic planning to meet your corporate expectations. Dreamday can also develop curriculum and/or present information to customers while working as a liaison between your corporation and its customers and stakeholders.

Travel Arrangements: Dreamday provides travel and accommodation planning for attendees and speakers for whatever method is needed or preferred.

Registration Services: Registration has never been easier or faster for you or your attendees! Dreamday can coordinate your entire registration process including attendee registration on event day. Choose from a variety of registrations options including fax, toll-free, mail or the Internet.

Promotional and Gifts: Dreamday will source great promotional items for your corporate image, event theme, and budget. You will be provided with several options to choose from.

Follow-Up: How did your event go? Dreamday offers different options and methods to conduct evaluations, surveys, and follow-up to provide you with the feedback you want and need regarding your event.
