

# SERVICES CHECKLIST

## Meetings & Events

This checklist is meant to be a tool in determining and keeping track of the services you find of most interest and value. We can dive into the details of each as requested.

All IMM engagements include our signature personal service and dedication to detailed logistics and management, to ensure a solid foundation and seamless execution. This list shows some of the general services offered by IMM. With all of these options we can mix and match, and scale up or down, to custom-fit our services to your needs.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Venue Identification</li> <li><input type="checkbox"/> Guided Site Visit</li> <li><input type="checkbox"/> Contract Negotiation</li> <li><input type="checkbox"/> Venue Coordination</li> <li><input type="checkbox"/> Timeline Development</li> <li><input type="checkbox"/> Budget and Fee Guidance</li> <li><input type="checkbox"/> Collaboration and Ideation</li> <li><input type="checkbox"/> Consultation and Feedback</li> <li><input type="checkbox"/> Recommendations and Advice for             <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing Plans</li> <li><input type="checkbox"/> Meeting Goals and Objectives</li> <li><input type="checkbox"/> Engagement</li> </ul> </li> <li><input type="checkbox"/> Theme Development</li> <li><input type="checkbox"/> Aesthetic Design</li> <li><input type="checkbox"/> Menu Planning</li> <li><input type="checkbox"/> Program Curation and Scheduling</li> <li><input type="checkbox"/> Faculty and Material Management</li> <li><input type="checkbox"/> Print Design and Facilitation</li> <li><input type="checkbox"/> Electronic and Print Collateral             <ul style="list-style-type: none"> <li><input type="checkbox"/> Invitations, Programs, etc.</li> <li><input type="checkbox"/> Onsite Registration Materials</li> </ul> </li> <li><input type="checkbox"/> Marketing and Promotion Plans</li> <li><input type="checkbox"/> Social Media Posts</li> <li><input type="checkbox"/> Gifts and Giveaways</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Implementation</li> <li><input type="checkbox"/> Logistics Management</li> <li><input type="checkbox"/> Production Management             <ul style="list-style-type: none"> <li><input type="checkbox"/> Audio-Visual Coordination</li> </ul> </li> <li><input type="checkbox"/> Support for             <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning and Management</li> <li><input type="checkbox"/> Registration and Customer Service</li> </ul> </li> <li><input type="checkbox"/> Online Registration Set-up</li> <li><input type="checkbox"/> Special Event Seating and Check-in</li> <li><input type="checkbox"/> Attendee Communications             <ul style="list-style-type: none"> <li><input type="checkbox"/> Drafting and Sending</li> <li><input type="checkbox"/> Bulk and Targeted</li> </ul> </li> <li><input type="checkbox"/> Event Website</li> <li><input type="checkbox"/> Ticketing and Payments</li> <li><input type="checkbox"/> Reporting</li> <li><input type="checkbox"/> Event App</li> <li><input type="checkbox"/> Name Badges</li> <li><input type="checkbox"/> VIP Transportation Coordination             <ul style="list-style-type: none"> <li><input type="checkbox"/> Personal and Group</li> </ul> </li> <li><input type="checkbox"/> Contracted Services Coordination             <ul style="list-style-type: none"> <li><input type="checkbox"/> Photography, Catering, etc.</li> </ul> </li> <li><input type="checkbox"/> Entertainment Coordination</li> <li><input type="checkbox"/> On-site Event Management</li> <li><input type="checkbox"/> On-site Support Staff</li> </ul> |
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### Other Areas of Interest and Questions:

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| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |