



## OFFERED SERVICES

- Site Selection - Site selection is one of the most time consuming and most important decisions to be made for any event. Let our creativity and experience with hotels, large convention centers, citywide bookings and small, more intimate resort properties work for you. Let our volume buying work for you in today's competitive market – Ivy Hill Associates has established relationships with Convention & Visitors Bureaus, National Hotel Representatives and other Industry leaders.
- Contract Negotiations - Have experienced negotiators handle your contracts – We have successfully negotiated convention facility, decorator, audio-visual company, computer rental company and registration vendor contracts, just to name a few. We can handle it all – from developing a detailed request for proposal to negotiating a final contract ready for your organization's signature.
- Budgeting - Accurate and detailed budgeting is key to being ultimately successful. Having worked primarily in the “for profit” sector, we know how to budget. Ivy Hill Associates manages your meeting budget as if it was their own and negotiates discounts where ever possible. We watch costs on a continual basis and pride ourselves in exceeding the bottom line.
- Planning /Technology – Ivy Hill Associates stays on top of deadlines and priorities using detailed timelines, designed specifically for each event. We also use a customized Meeting Software called EMS™ (Event Management System) by Dean Evans & Associates to keep track of all meeting details and to communicate them electronically to our meeting vendors and client staff. A variety of very useful reports can be generated by EMS that is event specific, date specific or resource specific. The data gathered can be queried and sorted for a variety of different tasks, which saves quite a bit of time.
- Meeting Specifications/Logistics - Logistics are all of the details that need to be decided upon and communicated to the various vendors involved. If this breaks down in the process, the success of your event is at risk. Why take this chance? Let experienced professionals handle the logistical details (including but not limited to room sets, catering, audio-visual, shuttle busing, etc...).
- Registration - Registration is one of the most important facets of an event and is often undervalued. Ivy Hill Associates has worked with many of the leading registration companies in the industry. Ivy Hill Associates has first-hand experience in what is required to enjoy a smooth running registration process, from web registration to on-site registration and everything in between. Ivy Hill Associates uses RegOnline™ for most of the events that require registration services, which is a very robust and “pay as you go” online registration tool that allows us to track and report registration progress.

- Special Events – Every event needs to be seasoned with special events, like hospitality suites, themed parties, receptions, galas, etc...to make the event fun and memorable for the participants. Let our staff use their creativity, sense of style and love of a good party to your advantage.
- Sponsorships – Sponsorship revenue is still one of the fastest growing sources of revenue in the event industry. Let us capture market share for your most loyal customers and get them to pay for enhancements to your event through creative sponsorship opportunities.
- Sustainable Practices/Meetings - Ivy Hill Associates works toward reducing its carbon footprint by practicing sustainability in the following ways:
  - Telecommuting
  - Post Consumer Recycling Program
  - Green Purchasing Practices
  - We also have experience in producing eco friendly meetings by utilizing reusable signage, specifying catering practices that reduce the meeting's impact, ordering compostable products, utilizing mass transit for transportation and using carbon credits to offset, among other things.
- On-Site Management – No matter how much advance planning takes place, it takes the right people on-site to continue the lines of communication and make things run smoothly. Ivy Hill Associates staff will be there on-site to manage all of the double checking and ongoing communications that are required for a successful and smooth running event, so that you can focus on your participants satisfaction and the programming. Ivy Hill enjoys very positive working relationships with our clients, our associates and the contractors that we hire for various elements.
- Wrap Up and Review – at the conclusion of each event, Ivy Hill Associates will do a thorough bill review and will provide a billing summary, when required. We also provide a written critique of what worked and what can be improved upon for subsequent events. This acts as a good reference point when planning for future events. We also capture historical data so that meal guarantees can be refined and future expenditures can be tightened up if necessary.