



BigDealCompany

Potential Event Management & Event Marketing Needs Event Logistics

We Create Custom Experiences

Live or Virtual Event Ideation	Conference Planning
Vendor recommendations	Event timeline creation
Venue RFPs (Requests for Proposal)	Booking event entertainers
Catering RFPs	Vendor communication
Photographer RFPs	Event Budgeting
Florist/Decor/Rental RFPs	Guest check-in
A/V RFP	Guest gift distribution
Videography RFPs	Venue Search
DJ/Band RFP	Parking Assistance
Contract review for and vendors	Bartending Contract
Contract negotiation for any vendors	Meetings with your team/committee
Venue site visit	Event Oversight
Venue meeting	Set-up
Catering meeting	Event Take-down
Decor/Rental meeting	Emcee recommendations
AV meeting	Emcee booking
Rebranding Planning	Activity recommendations
Theme Creation and Coordination	Activity booking
Event staffing	Shuttle bus assistance
City Permitting	Event Emcee
Fundraising	Event Auctioneer
Sponsorship solicitation	Speaker solicitation and recommendations
Auction item solicitation	Speaker contract negotiation and booking
Donor connections	Onsite resource for vendors
Volunteer recruitment	Music Selection/Recommendations
Auctioneer Script/Messaging	

Big Deal Company | 970-613-1455 or 303-886-3068 | BigDealCompany.com

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Potential Event Management & Marketing Needs

Marketing

Your Idea Generating Team

Event Website	Logo Ideation & Creation
Site where guests can RSVP	Event signage
Site where guests can purchase tickets	Nametags for guests
Press Release Writing	Drink tickets
Advertising/PR	Media Ad Buys
Press Release Distribution	Event Messaging
Flyer creation	Social Media Management
Postcard creation	Website Creation
Flyer & Postcard distribution	Newsletter Assistance
Email blasts	Google Ad Words
Social Media planning & posts	Blog Writing
Online event posting to 70+ outlets	Distribution/ mailing lists
Website Maintenance	Invitation creation
Mailer templates	Retreats
Assistance with email blasts	Holiday Parties
Fundraising solicitation	Press Releases
Maintain paid software license for artwork	Mailer messaging
Maintain paid software license for project mgmt.	Conferences
Maintain paid software license for social media scheduling	Communications Plan Creation & Management
Maintain paid software license for contact management	Year End Campaign planning & execution
Cross posting and promotion across BIG DEAL's social media channels	Messaging docs with talking points
Event Marketing	Sponsorship package creating
Concert Promotion	Event and promotion through BIG DEAL's mailing list (5,000 subscribers)

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Potential Event Management & Marketing Needs Development

Community Engagement at our Core

Committee meetings & communication
Staff communication
Fundraising ideas
Newsletter content gathering
Website content and modification assistance
Fundraising messaging
Year long (monthly donor) campaign
Community Events
Meeting Agendas and Action Items
Silent auction item solicitation
Live auction item solicitation
Meeting Planning
Fundraising contact list management
Board Coaching with professional business coach

Board Retreat Planning & Execution
Fundraising solicitation from new donors
Webinar training on 501c3 industry trends
Collaboration and connections with others in the nonprofit space
Festivals
Retreats
Collaboration on budgeting plan
Goal setting Year End Campaign planning & execution
Messaging docs with talking points
Sponsorship package creation
Promotion through BIG DEAL's mailing list (5,000 subscribers)



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