












Conference and Exhibition Organisers

Packaged Events will provide a full Event Management Services to include:-

-  Imaginative proposals and themes
-  Personal Service - I will work directly with you from start to finish
-  We can provide for all your event needs - flights, transfers, accommodation, ground programmes, catering, entertainment, team building, corporate entertainment etc.
-  Looking after all invitations
-  Coordinate with speakers and attend to special guests needs
-  Deal with the delegates confirmation
-  Manage onsite registration and badge production
-  Coordinate with all suppliers and companies involved with the event
-  Produce all documentation, welcome packs, badges, signage etc.
-  Onsite management to ensure the smooth running of your event
-  Maintain tight control of your budget.







Venue Finding Service

Packaged Events offer a Venue Finder Service, ideal for those looking for a venue for Conferences, training, meetings & parties.

If you are looking for a venue for your event, why spend hours going through brochures or trawling the internet. Give Packaged Events a ring or send an email with your requirements and I will do all the hard work for you.

I aim to find a number of appropriate venues for you and report back to you with the rates and details within 48 hours. Once you have this information you are free to organise your event how you please.





Venue Finding Service includes:

-  Searching for a venue availability in your chosen location and dates
-  Work within your budget and requirements
-  Offer you venues until the right one is found
-  Information kit and full breakdown of costing from venues will be supplied
-  Venue inspections arranged upon request
-  Deal with the venue until you have signed the contract.....then the rest is up to you.

Odd Job Service

When you just don't have time to do everything for an event Packaged Events offers an odd job service where we can just organise certain areas of an event. Saves you money and valuable time.

Facilitating Events:

-  To oversee the running of an entire event on the day or night
-  Set up requirements will be checked
-  Guest registrations will be covered if required
-  All formalities of the day or evening will be taken care of so you can just sit back and relax

- 👤 Deal directly with the venues staff or suppliers on the day or evening to make sure everything runs smoothly

Accommodation Lists:

- 👤 Contact Guests directly for there accommodation requirements
- 👤 Document requirements onto a spreadsheet
- 👤 Control changes
- 👤 Deal with the venue directly with changes

Invites, Registrations & RSVP's:

- 👤 Can design and send invites to guests on your behalf
- 👤 Oversee and deal directly with all RSVP's or Registrations to an event
- 👤 Document all guests details on a spreadsheet for your easy review
- 👤 Chase up information from guests if required

Suppliers Search:

- 👤 Search for certain suppliers for an event such as: AV, Entertainment, Speakers, Team Building Activities, Corporate gifts etc.
- 👤 Request quotes from the suppliers
- 👤 Recommend the best supplier who will be able to meet your budget and requirements.
- 👤 Document the details for your review
- 👤 Book the suppliers on your behalf

Paperwork:

- 👤 Type and print name badges
- 👤 Type and print place cards for dinners
- 👤 Prepare Running Sheet for the event
- 👤 Put together your welcome packs



Company Celebrations

Does your company have something to celebrate as in a major contract, new premises, Christmas, New Year, or an anniversary? You may feel think its time to entertain your staff or clients. If so **Packaged Events** can organise your celebration from start to finish. If you know what you want then we will arrange it for you, leaving you to get on with your every day work knowing that your party is in safe hands.

We can happily provide you with suggestions. **Casino nights, horse racing nights, bands, disco or something completely different.**

Packaged Events will take away all the troubles involved with organising an Event.



Christmas Parties

It's never too early or too late to book your Christmas Party. With such popularity it is important to book as early as you can to ensure a fantastic night.









If you wish to plan a Christmas party with a WOW factor, let **Packaged Events** know and we'll come up with all the ideas.



Themed Parties

A themed party can be arranged for many different occasions to add that finishing touch to your company's event or that special occasion.

Some of the many possible themes include:

-  Casino Evening
-  Murder Mystery
-  Grand Prix Theme
-  Race Nights
-  Quiz Nights (Who wants to be a Millionaire)
-  Wild West
-  Beach Theme
-  After Dinner Speakers.....and so much more.



Personal Celebrations

Packaged Events do not only organise Corporate Events. If you have a special event and are unsure of what to do? Give **Packaged Events** a ring and we will suggest a number of fantastic ideas, venues, activities & hotels that you may never have known about, that will make it a celebration that you and your guests will never forget.

-  Hens & Bucks Weekends
-  Honeymoon Packages
-  Wedding Elopements
-  Girls Pamper Weekends
-  Couples Retreats
-  Baby & Bridal Showers
-  Single Parties
-  Psychic, Meditation & Relaxation Retreats
-  Adults & Kids Birthday Parties

Weekend Escapes

If you just would like **Packaged Events** to book some accommodation for Leisure stays only, Packaged Events are happy to offer this service **for only small research fee of \$30 + GST** as long it's for the accommodation only.

If you don't have time to arrange the finer details to your weekend escape why not let Packaged Events create a weekend you will never forget. Packaged Events can create tailor made weekend escapes with a difference. You will not have to arrange anything as it will all be done for you from transfers, activities, dinners, picnic packs, tours and much more.

Special Flat Fee
\$100.00 + GST

(The above fee is based on a maximum of 4 guests. Add \$25.00 + GST extra per person for over 4 guests)



Team Building & Fun Events





Packaged Events can help you to plan an effective and fun Team Building event which will meet all your specifications and help to improve your teams performance and motivation. You may just decide to have a fun day with staff and or clients.

Team Building can be essential to form a good working team with commitment and motivation. Staff will be motivated and work harder after having a fun day and being appreciated. **Packaged Events** will make sure that all those participating have a day to remember.

Team Building:

Packaged Events will come up with a wide variety of Team Building games and exercises that are designed to cater for a wide range of needs.

The following events can make for a very successful Team Building Day:

-  Team Driving Days
-  Team Challenge Days
-  Multi-activity Team Building Days
-  Operation Countdown, and so much more

Fun Events:

The following can be used in a more fun way to create a great opportunity for you and your staff and even clients to enjoy themselves.

-  It's a Knock Out
-  Multi Activity Days
-  Fairground Rides
-  Archery and Country Sports
-  Barbeques
-  Casino Evening
-  Radio Control Cars
-  Murder Mystery

These are just some of the many Team Building or Fun Events which **Packaged Events** can arrange for you.

If you don't know where to hold your Team Building or Fun Event let us find you a venue. I can also supply any extra items you may need such as a marquee, caterers, tables, chairs etc.

Contact Packaged Events today for a quote on our fees, we will work within your budget.

**Anything you need for your event we can arrange as at
Packaged Events we have your next event all wrapped up**



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