



EVENT COORDINATION

Michelle Bell

Full Service Option

Michelle will handle all the details of the event:

- Venue Booking
- Check In
- Seating Arrangement
- Refreshments
- Audio Visual arrangements

You only need to show up with your guests and enjoy your event!

Hotel and Overnight Accommodations

Need somewhere for your guests to stay? Michelle can help you with that too!

Rooms will be arranged for your guests and information will be provided for all the local basics (food, shopping, transportation).

Additional Speaker Options

Michelle will coordinate any additional speaker needs including arranging breakout sessions and coordination with additional keynote speakers

Excursions

Want to add some fun to your event? Michelle will coordinate an event of your choice, from sight-seeing, team building activities to activities based on your work. Let her plan it all for you so you and your guests can enjoy a fun break from the work.

In-Person Meetings and Site Visits

Michelle is happy to travel to you and run you through all the basics. Rest assured your event is in safe hands.