

A photograph of a courtyard or courtyard view from a stone building. The sky is dark and cloudy, creating a dramatic atmosphere. The stone walls and windows of the building are visible, framing the central view.

MOVERS
& **SHAKERS**

EVENTS
MANAGEMENT
SPECIALISTS

OUR SERVICES



CUSTOM-BUILT REGISTRATION SYSTEM/ WEBSITE/PAYMENT GATEWAY

We offer a fully equipped online registration system which will enable you to not only sell your tickets online, but also keep track of your entire event budget and receive payments in real-time. We can also provide onsite staff at your event who will work as part of your team at the registration desks to check attendees in, assist in onsite logistics coordination, set-up, etc. Find out more at boletify.com



DESTINATION & VENUE SOURCING

Right place, right time! The most difficult start to organising any event is sourcing the most cost effective and exciting destination and venue to both entice, and suit all delegate budgets. We provide the service of compiling a selection of potential destinations and venues to suit your event budget. We offer onsite venue inspections and a full report with our recommendations. The service includes a summary of costs, so you can make precise venue comparisons and select the ideal venue for your event.



PROGRAMME CREATION & SPEAKER RECRUITMENT

By engaging an international backing of accomplished speakers who are skillful in their field of work, we are able to provide forward thinking content to keep participants at the forefront of whichever field they are in.



VIDEO PRODUCTION

Our job is to use your brand, product, concept or idea and make it come alive in the form of a creative video, be it an animation, short film or doodle, in order to express the essence of your company in an attractive and unique way. We have produced a number of videos for all sectors which is proving to be an effective marketing tool for our clients, both online and at key trade shows and industry events.



SCHEDULED REPORTING & BUDGET CONTROL

Scheduled Reporting lets you schedule daily, weekly, and monthly emails for complete visibility into your event costs. We can support you with that as well as a fully itemised forecast budget for your event, taking all your needs into consideration in order to give you a broader picture of your event overview before you get started. We also offer a working budget in real-time so that you can monitor your progress as you move forward in the build-up to your event.



ON-SITE MANAGEMENT

Sit back and watch the magic happen! Leave the hard graft to us! Our team of professionals will take on all the onsite management of your event, from start to finish. We co-ordinate all suppliers, personnel, and take good care of your clients and sponsors. Consider us an extension of your team.



SCENOGRAPHY, AV & STANDS

There is more to audio visual and stand construction than just setting up the equipment. Preparation, professionalism, pro-action, building rapport, logistics and asking the right questions is what it takes to execute successful events. Understanding our client's needs always comes first. We offer a full service of stage-set and stand design and construction, as well as high quality audio visual equipment and onsite team. We will be right there during the preparation of your event, set-up, through-out the event right through to tear-down, offering full support for you, your exhibitors and your staff.



ATTENDEE BADGING & CHECK-IN REGISTRATION APP

Don't worry about your attendee check-ins on the door, with our Boletify App you will have access to real-time attendee numbers as you zap them in! Electronic badges will be sent directly to the client's email address once they have completed their ticket purchase online. We can also print badges on the door and offer full customer service and check-in support onsite. Find out more about the Boletify App at www.boletify.com



LOGISTICS/TRAVEL/ ACCOMMODATION

We can provide transportation and accommodation services to cater to your needs. We provide a full package service, so you just need to let us know where to pick up your employees or clients from and we'll do the rest.

We find you the best rates at airlines, hotels and event venues, increased flexibility, and many solutions and options to choose from.

11:45 pm

Social



MARKETING & SALES SUPPORT

Our expert marketing team can offer you all the sales and marketing support you need, whether it be via mass mailings, social media or in-print, we can offer you the full package. Telesales support is also available in addition to customer service attention via email, telephone or WhatsApp.





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