



# Corporate Events & Charities



Pop Ups  
Grand Openings  
Trade Shows  
Concerts  
Galas  
Meetings  
Product Launches

Whether it's a marketing program, gala, or milestone celebration, Stunning & Brilliant Events creates an event that is as impressive as the people and company it celebrates.



OUR SIGNATURE IS *Style*  
*Our Passion:*  
PERFECTION

# Corporate Event Package

We begin by brainstorming and creating the conceptual theme development of your event. Once the theme has been agreed upon, we will make sure that your location is perfect & continue on to design every detail of the event, inclusive of: dessert, entertainment, transportation, program management & budget supervision. We can assist with creating graphic & video production. From conception to execution, we handle every detail to make this your best event yet!

## INCLUDES:

- Registration Management
- Public Relations
- Venue Selection
- Guest Management
- VIP Hotel Accommodations
- Event Management
- Audio / Visual Needs
- VIP Air & Ground Transportation
- Event Design
- Live & Silent Auction Support
- Event Branding
- Selection & Management of Rentals, Floral, Staging & Lighting,
- Catering & Staffing
- Execute and Manage Event
- On-site Logistics
- Contract Negotiations and Execution
- Recommendations for Vendors
- Ordering Swag | Marketing Items
- On-Site Management, Including Registration and Check-In Process & Event Close-Out Assistance
- Custom Design 2D & 3D Layout of Event
- S & B Events Detailed Timeline

