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# EVENT PLANET SPECIALISES IN DESIGNING AND MANAGING PROFESSIONAL CORPORATE EVENTS THROUGHOUT AUSTRALASIA.

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**Event Planet Pty Ltd**  
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*By embracing a modern and innovative approach, tailored specifically to your needs, we will help you achieve the desired impact and effect. Clear vision, worldwide experience, outstanding business networks and excellent management skills are integral to our service for you.*

Our comprehensive approach to meet your objectives is simple:

## **Design**

We will talk to you, generate ideas, develop and discuss them with your requirements in mind.

## **Planning**

We will prepare a detailed and illustrated proposal including a fully costed budget.

## **Management**

When all the details have been agreed, we will allocate an experienced Event Producer to ensure all aspects of your event are professionally arranged on time and on budget. We are proud of our ability to cover all the angles and recognise the need for attention to detail.

## **Implementation**

Every aspect of your event will be checked and rechecked in advance, so you can be sure it will run smoothly. Your Event Producer will be on site long before the first guest arrives and will remain throughout.

## **Reconciliation**

Event Planet will manage all supplier accounts from initial deposits to final settlements. Our accounting policy enables you to track your costs accurately from beginning to end.

## **SCOPE OF SERVICES**

Please read on for more information about Event Planet's scope of services and to see what we have created for our valued clients so far.



## SPECIAL EVENTS

### *Impressing a discerning crowd is never easy.*

Whether it is a themed party, product launch, fashion show, film preview, charity function or company celebration, Event Planet has the expertise to create and stage manage events of all sizes, themes and persuasions. Event Planet will arrange the following:

- Venue and catering management
- Live bands and DJ's
- Theming
- Performers and entertainers
- AV and staging
- Invitations
- Floral displays
- Signage and branding
- Customised menus and place cards
- Promotional staff
- Guest speakers
- Security

**All you need to do is enjoy the party!**



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## CONFERENCES

**Successful conferences, training seminars and roadshows require ultra efficient organisation, accurate administration and attention to detail.**

Bringing important staff or customers together for conferences means you need to make sure every detail is well planned, with the objectives and budget in mind. Event Planet will facilitate the event from concept to conclusion to ensure a smooth programme for your delegates.

- Venue sourcing
- Promotional items
- Speaker management
- Transportation
- Audio visual equipment
- Printing
- Invitations and registration
- Storage
- Signage and branding
- Security
- Price negotiation
- Prizes and evaluation
- Delegate management
- Budget management



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## PUBLIC EVENTS

### *Bringing together multiple stakeholders on a public platform.*

Engaging and managing suppliers, sponsors and general public alike, Event Planet will bring together all parties to produce a seamless, professional, safe and successful public event. Our service range includes:

- Site inspections
- Running schedules
- AV and staging
- Cleaning and waste removal
- Supplier and venue management
- Progress updates
- Entertainment and performers
- Staffing onsite
- Hire equipment
- Floor plans
- Security
- Budget management



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## EXHIBITIONS

### ***Making the BIG impression.***

Marketing at an exhibition can begin a lasting relationship between potential customer and an organisation. Event Planet understands with the importance of connecting and capturing contacts within a crowded environment whilst allowing your brand to stand out and encouraging an activation or interactivity with your audience using the simplest and oldest method of communication – one person speaking to another.

- Concept and design
- Furniture and equipment
- Build and construction
- AV and staging
- Installation
- Onsite staff



## INCENTIVES

### ***Incentive motivation is the key that opens the door to accomplishment.***

As the corporate market becomes increasingly competitive the success of non-cash incentives to drive performance and morale is invaluable. Event Planet designs specialised and original programmes to unlimited destinations worldwide. We manage:

- Strategy
- Evaluation
- Concept design
- Administration
- Campaign promotion
- Reward fulfillment



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## TEAM BUILDING

**Boosting confidence and encouraging teamwork are the rationale behind these specially constructed events.**

Event Planet aims to meet the objectives of your business, from your perspective. Suggestions include:

- Sailing on Sydney Harbour
- Barista training school
- Camera chase
- Abseiling
- Corporate golf
- Corporate sports day
- Rock climbing
- Army experience day
- Film making
- Beach volleyball
- Treasure hunt
- Master chef cooking class
- Whitewater rafting
- Hot air ballooning
- Ten pin bowling
- Surfing lessons

In the classroom try:

- Group dynamics training
- Confidence builders
- Motivational speakers
- Ice breakers



## CORPORATE HOSPITALITY

**With marketing and entertainment budgets increasingly under scrutiny, the need for well researched and professionally managed events is undeniable.**

When entertaining clients or potential customers, the key to success is creating a memorable and exciting occasion. Event Planet will tailor a package to suit your specific objectives, budget and agenda. Ideas include:

- Corporate golf day
- Test driving Porsches on a high security race track
- Private box at the football
- Lunch on a luxury yacht on Sydney Harbour
- Marquee at the Melbourne Cup
- Prime seating at the tennis and much more

## DESTINATION MANAGEMENT

**Australia has emerged as one of the most attractive travel destinations in the world.**

Whether it is business or pleasure, Event Planet will cover all the angles for your programme from the moment your guests step off the plane. Established local contacts and comprehensive event management services ensure that you achieve success on all fronts. Event Planet's invaluable global knowledge, worldwide experience and business networks allow you to sit back and enjoy the ride.



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## PROMOTIONAL ITEMS

### *Impressions are everlasting.*

Event Planet recognises the need for merchandise in marketing and advertising, for both companies and the brand names they represent. That is why we offer the service of quoting and delivering high quality merchandise products. It could be:

- Pens and pads for a conference
- Giff bags for a product launch
- Flags or banners for a venue
- Christmas hampers
- Branded t-shirts and caps for staff
- Sports bags, notebook satchels and more

There is no limit to what can be done. Call us to discuss your objectives and we will provide creative, impressive and cost effective solutions every time.

## CONSULTANCY

### *Organising an event can be a very demanding responsibility.*

If you have been tasked with organising a corporate event and don't quite know where to start, Event Planet will gladly meet to discuss your needs and provide professional, experienced advice. We recognise that sometimes the full event management service is not required, but help is needed. Event Planet offers this consultancy service on a competitive time-based fee and all enquiries, no matter how large or small, are welcome.

## CLIENT LIST

Event Planet is proud of the successful events it has designed and managed for a wide array of clients and agencies, many of whom are recognised industry leaders.

|  |                            |                               |
|--|----------------------------|-------------------------------|
| 3Com   | Eurex AG                   | Playtex                       |
| Acer Computers   | Exact Recruitment          | PricewaterhouseCoopers        |
| Aim Higher Marketing   | Fiserv                     | Property Industry Foundation  |
| Amolin   | Fletcher Insulation        | Pyrex                         |
| APMG Australasia   | Flairview Travel           | QAS Systems                   |
| Audi Australia   | Formfit                    | Roads and Traffic Authority   |
| Austar   | Fuji Xerox Global Services | Saturday In Design            |
| Australian Federal Government                                | Goldwell                   | Schneider Electric            |
| Avanade  | Hay Group                  | Sheridan                      |
| Barclays Capital   | HBOSA                      | Simbient                      |
| BATA   | Heidelberg                 | Sky News                      |
| Baycorp Advantage  | HPM Industries             | Smart Logistics               |
| The Berlei Group   | The Hume Cup               | Sony BMG                      |
| Best Case Scenario   | Indesign Publishing        | Sony Ericsson                 |
| Bloomberg  | Integrated Options         | Staffware                     |
| Boehringer Ingelheim   | Iris Sydney Pty Ltd        | Starion Industries            |
| Bonds  | JP Morgan                  | Sterling Estates              |
| Bonland Dairies  | KPMG                       | TechSolutions                 |
| Brocade  | Landa Communications       | Time Life                     |
| Coca-Cola South Pacific                                      | Lexmark International      | TiVo                          |
| Colonial First State   | Macquarie Bank             | UEC                           |
| Commander Australia  | Marsh                      | UUNET                         |
| Commonwealth Bank  | M&C Saatchi                | Valad Property Group          |
| Computacenter  | Mediaedge:cia              | Vistorm                       |
| Corrs Chambers Westgarth                                     | Merrill Lynch              | Vodafone                      |
| Creata Promotions  | Microsoft                  | Vodafone Hutchinson Australia |
| Credit Suisse First Boston                                   | Mortgage Choice            | Warner Bros.                  |
| Department of Broadband,<br>Communications & Digital Economy | Multiplex Living           | WestLB                        |
| Deutsche Bank  | Nestle                     | William Inglis & Son          |
| DHL Worldwide  | Optus                      | Wonderbra                     |
| DoubleClick Tech Solutions                                   | Our Agency                 | World Kitchen Australia       |
|  | Pacific Magazines          | Zenith Media                  |

## CHARITY

Event Planet supports the following charities by providing professional event management services to assist with their fundraising events;

|                              |                          |                                 |
|------------------------------|--------------------------|---------------------------------|
| RNS Children's Hospital      | Humpty Dumpty Foundation | The National Trust of Australia |
| Country Education Foundation | Rainbows For Kate        | Kiss The Frog Foundation        |

## EVENT PLANET TESTIMONIALS



### Vodafone

"I want to thank you for your positive attitude and absolute commitment to making any event here at Vodafone a WOW experience for our people. I always look forward to working with you for that reason."



### SONY BMG Music Entertainment

"I'd like to say a big thank you for organising and orchestrating such a wonderful event yesterday. Our partners were absolutely thrilled with the venue, catering and service that were provided by you and the staff at The Mint. Feedback was very positive about the whole day in fact... and you were integral to it!"



### Warner Bros.

"I wanted to drop you a line to say thank you for a FANTASTIC event. We're thrilled with the day and everyone is talking about it today. It was a great result for us and we appreciate all your hard work and effort!"



### Bonds

"It has been an absolute pleasure working with the team at Event Planet. The success of our last two seasonal launches were due to their creativity and passion for the Bonds Brand. We could not do it without you and look forward to working with you on the next launch!"



### Commonwealth Bank of Australia

"Everything about the day was perfect from the set up of the conference facilities through to the menu you chose for us after the sailing. The professionalism you showed in handling both the attendees and venue staff no doubt ensured the smooth way that the day evolved. I am very much looking forward to our next product launch – you can be sure that we'll give you a call."



### Bloomberg

"Thank you so much for everything you did. Your patience and continuous smile throughout the past many months has made the planning a pleasurable experience. I don't know how you were able to come back to us on every tiny little thing we happened to throw into the conversation. You are the best!"



### Credit Suisse First Boston

"Thanks. Rave reviews all round. You did a great job!"



### DHL

"DHL has worked with Event Planet on a number of large scale events in the past 18 months. The success of these, coupled with a team that is efficient, relaxed and fun to work with has ensured that we continue to commission their services. Whether it be an internal staff conference running over a number of days, or a Gala Dinner event hosting 200 customers and staff, or a media launch, Event Planet has ensured the smooth flow of events. Taking care of everything from creative design (e.g. transforming a 5,900 square metre purpose-built warehouse into a dining room!), arranging invitations and RSVP registrations, accommodation, valet parking, flight schedules, transfers, entertainment, catering... whatever the event may entail. No stone is left unturned."



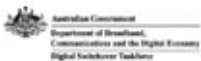
### The Berlei Group

"We would like to express our gratitude for your tireless efforts in helping us with the launch of the Autumn Winter Collection. We understand that at times, you have gone beyond the call of duty in your endeavour to meet our timelines and you always come through for us. We are deeply appreciative for your remarkable support and incredible service."



### Merrill Lynch

"A big thank you to you and your team for helping us make our Christmas Party such a success. Everyone had a really great night, the comments that I have received from people were that the food, venue and theming were fantastic."



### Department of Broadband, Communication and the Digital Economy

"In my 35 year career in broadcasting and now government I have never worked with a more professional team that delivered well beyond expectations and was so delightful to work with. Each member of the Event Planet team was just wonderful to liaise with and I have to say you're a class act. I would like to sincerely thank you for your professionalism, creativity, planning and management and most of all your friendships that will last forever. Love your work."



### Nestle

"Wow, where do I start! To the team at Event Planet thank you for making my job easy. The reason why I love working with Event Planet is that they can create a concept from nowhere, take hold of it, massage it and transform it into an AMAZING event, creating memories and dreams. It is a team of professional, dedicated, hardworking and passionate people who always have the client in mind. I look forward to working with Event Planet year after year knowing that I am working with the best."



### Fuji Xerox

"What a day on Wednesday! Thanks to you and your team for the excellent organising and smooth running of the day. The feedback has been excellent! We would love to work with you all again in the future!"



### Commonwealth Bank

"I just wanted to thank you for your creative and detailed approach to last night's event. I think we all heard how good the feedback was, and it all started with the WOW factor that the room setting itself delivered, followed by the food, and of course, the amazing entertainment. Combined it was a memorable event that I am sure the guys in IB&M will always now compare all our other events against - Thanks! Please pass on our thanks to all the suppliers behind the scenes, without whom of course, these great events just don't work. We wanted WOW from this event, and you delivered. Thank you."