

- **Been asked to put on an event but don't know where to start?**
- **Lack the time resources and capacity to dedicate to your event?**
- **Need a professional experienced team to make your plans a reality?**

We have a wealth of knowledge, experience and expertise to make your event a success.

Working principally in health and social care and education we understand how to work **within diverse budgets to produce events which achieve outcomes and exceed expectations.**

We organise conferences, exhibitions, seminars, workshops, training, drinks receptions, dinners, awards and other social occasions for organisations such as:

- OT and Rehabilitation Companies
- College of Occupational Therapists
- NHS
- Non-profit organisations
- Royal Colleges
- Philanthropic Foundations
- Public Organisations
- Training providers

“ I really want to thank Centrevents for all the hard work and dedication to our event that has really seen the quality and style of what we are offering lift considerably ”

We assist you in the developing of your initial ideas and vision through to the realisation of a well attended, well managed, smooth running event. Our services include:

- Venue sourcing, contract negotiation and ongoing liaison
- Programme structure planning and advice
- Design and production of marketing collateral
- Delegate marketing strategies, booking, payment and administration
- Providing a financial service – taking in revenue, handling expenditure and credit control
- Event website and social media
- Sponsorship specification and sales
- Exhibition planning and sales
- Speaker liaison
- Audio-visual, staging, backdrop, lighting
- Production of event materials – bags, banners, delegate brochure and packs
- Accommodation sourcing and room lists
- On the day hosting and management
- Evaluation and post-event analysis

“ Many thanks for your good will, support, reliability and meticulous planning - very much appreciated! ”

CONFERENCES

SEMINARS

ROADSHOWS

EXHIBITIONS

DINNERS / RECEPTIONS



Contact us for a chat to see how we can help you with your next event:

Call: 020 8922 1135 or 01273 277639 or email: info@centrevents.co.uk www.centrevents.co.uk