

PERSONAL PROFILE

About me

With over 15 years of events management experience I have a wealth of knowledge and skill I can bring to any project. Having worked across different business structures this has given me a sound understanding of the differing needs and budgets for each individual client.
Complimentary to the event skills I also bring a high level of discipline, brilliant time and project management, ability to prioritise and excellent organisation to ensure a timely delivery.

Specialist skills I can bring to your event but not limited to include...

- Venue sourcing, selection and contract negotiation
- Budget development and reconciliation
- Speakers, delegates, exhibitors and sponsors management
- Sponsorship package development
- Brochure and other marketing material design
- Social media management
- Event website and online booking pages setup and maintenance
- Travel and accommodation planning and management
- Accommodation and venue inspections
- Development of run sheets
- Post event debriefs
- Strong administration and organisational skills

Types of events I have organised but not limited to include...

- conferences – single and multiple streams
- workshops and practical demonstrations
- exhibitions including car displays
- welcome receptions & networking events
- gala and conference dinners
- post event tours
- roadshow seminars
- webinars

For a confidential discussion I can be contacted on the number or email below. I look forward to assisting you with your next event.

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AC EVENTS MANAGEMENT & CONSULTANCY