

# Virtual PA Plus

## Event management

Personal and business events – parties, functions, hospitality, exhibitions, seminars, conferences, meetings and more. We can help before, during and after.

### What we can offer

Virtual PA Plus can help you organise any event – business or personal – of almost any type or size.

Business events include: meetings, hotel functions, corporate entertaining, conferences, golf days, training courses and seminars, product launches, marketing events, recruitment fairs, exhibitions and so on.

On personal level we can offer assistance with weddings, birthday parties, social events, personal holidays, parties, reunions, dinners and group trips.

Your Virtual PA can assist with all of these and more.

### Key features

- Venue, supplier and travel sourcing.
- Creating concepts and designs.
- Planning and booking.
- Design and sending of invitations.
- Booking and sending information to attendees/participants/invitees.
- In person assistance at the event, with extra staff if required.
- Full secretarial support to ensure everything is booked, planned, organised, paid for and done to schedule.
- Arranging printing and specialist AV or equipment.
- Post exhibition follow-up to ensure leads and enquiries are followed up promptly

### Pricing

Estimates and quotations available upon request, with low hourly rate.

### Options

- Multi-person team for larger events.
- Printing and marketing support partners.
- On-site event support staff



***Work smarter – not harder***

