



ANTHiLL works with groups of all sizes and has experience which includes:

- Corporate Meetings & Special Events
- Executive Sessions
- Audio/Visual Services
- Web-based | Webcast Events
- Employee Recognition Celebrations
- Award Ceremonies & Banquets
- Dine-Arounds & Catering
- Seminars & Conferences
- Themed Events & Celebrations
- Trade shows & Expositions
- Private, in-home parties

Your Event Planning Partner

"Building events from the ground up!"

At ANTHiLL, we specialize in first understanding your company, then translating that knowledge into events **tailored to your needs**, your culture and your vision for the business.

We know you have high expectations for your corporate events.

Done right, your sales meetings, leadership seminars and training sessions can reward and motivate your people. They can help you create and communicate your strategy, set the tone for success and give your team the tools and skills to win.

ANTHiLL Events will build your corporate event from the ground up. We'll work with you to research your event needs. Then, we'll create a comprehensive plan with **every detail** of your meeting agenda, the resources you'll need, budgets (with cost-saving ideas) and a timeline that outlines each and every step to a successful event.

From there, we'll help you find the perfect site for your event. We'll select outside speakers and coordinate internal presentations. We'll handle audio-visual and meeting production needs. We'll manage menus, meeting materials and recreation for your guests. We'll keep your project on time and on budget. On the day of your event, **ANTHiLL will be there** to make sure every aspect is flawless, and we'll add the special touches to make it memorable.

So, whether you're planning dinner for 20, meeting for 500 or a trade show for 20,000, let ANTHiLL Events carry the load.

Just Remember ANTHiLL
www.anthillevents.com



ANTHILL is a great resource for business and individuals that do not have time to plan meetings and events. We are available to coordinate one or more of the following event components:

- Research
- Planning
- Coordination and
- Support

*Contact Lisa Rapps
for information
602-793-9150 or
lisa@anthillevents.com*

Research & understanding

Initial program overview & briefing meetings

- Understanding client culture and event/meeting components
- Discussing facilitator resources and/or direction for agenda development
- Gathering details regarding vendor programs and services

Planning & collaboration

Initial planning includes development of a draft budget & when applicable comprehensive communication & resource plans

- Development of production schedule & timelines
- Venue recommendations, selection & negotiations
- Guest speaker bookings
- Subcontractor recommendations
- Hotel/facility & vendor contract negotiation
- Budget tracking & updates

Coordination & organization

Managing production schedule & timelines

- Oversight of printing registration materials & programs
- Subcontractor supervision
- Participant gift identification & selection
- Catering, food and beverage selection
- Guest and meeting room reservations
- Online event registration
- Ground transportation arrangements
- Audio/visual arrangements
- Trade show coordination
- Ongoing schedule updates & status reports

Support onsite

Ongoing & on-site event management of activities

- Coordination & logistical support of agenda
- Venue liaison for on-site client staff
- Technical speaker support for executives & special guests
- Audio/Visual equipment testing & contingency
- Event room(s) set-up design, supervision & tear down
- Subcontractor supervision



ANTHILL fees are based on your specific event needs. Fees may be negotiated based on a percentage of the total budget or a retainer may be established to cover a project period.

Hourly

Standard planning, research & consulting rates are \$85-95/hour depending on the size & scope of the event and service.

On-Site

On-site management rates are \$95-110/hour. On-site logistics assistant rates are \$35/hour. Day rates apply for event set-up and/or strike: \$950 for Event Managers and \$400 for Logistics Assistants.

Travel

Travel rates are estimated on a daily basis of \$950/day. Logistics assistant fees are \$400/day. Travel rates apply for events outside the Phoenix metropolitan area. Client paid travel fees cover standard accommodations, ground transportation and/or coach air travel.

A/V and Transportation

A 20% management fee applies to all audio/visual and transportation services.

Contingency Fee

Depending upon the scope of your event, planning hours not identified during initial planning phase are covered by a 15% contingency fee and up to 5 hours of additional service.

All planning services include periodic status reports & post-event evaluations.



ANTHiLL's team has experience and relationships with individual and corporate, Fortune 500 and non-profit clients.

Our Name & Tagline

ANTHiLL Events—Building events from the ground up!

Our name represents our approach to serving clients. Like anthills in nature which represent the activity of the work going on underground, building, delivering and serving, ANTHiLL Events does the work required behind the scene, at the ground-level, to create your event.

Our Goal

"Create and manage events that allow our clients to be a participant or guest at their own event."

Our goal is to help you meet your objective of creating rewarding & memorable experiences. We carry the load when it comes to research, planning, coordinating and logistical support, so you and your participants and/or guests can focus on getting the most out of the meeting and enjoying your events.

Memberships & Affiliations



Meeting Professionals International



Better Business Bureau



Local First Arizona