



Services

Upstream Events provide full event planning and management services, which include the following:

- Managers who work directly with you from start to finish
- Production Assistants
- Production concept & design
- Budget management
- Liaising with all suppliers and companies involved in the production of the special event: caterers; staging; lighting & special effects technicians; sound engineers; florists; artistes and performers
- Location selection and Health and Safety inspection of appropriate venues
- Administration services, comprising of the production of all documentation: invitations; welcome packs; programmes; badges and signage etc.; promotional materials; arrangement of flights; transfers; general transport & VIP transport; accommodation booking service
- Onsite registration and badge production
- Event filming including: live video feed to venue TV screens; video conferencing & internet streaming
- Event photography
- Bi-lingual guides and interpreters
- Security staff
- Creche facilities and staff
- Onsite management to ensure the smooth running of the event
- Debriefing and Participation Evaluation

March 2008