



Nairobi, Kenya Aids Awareness Event
Over 500,000 attendees

Top: Chicago, IL Largest ever Super-market of Veterans' Benefits Event
Bottom: St. Louis, MO. Young CEOs Entrepreneur Conference

Event Management Services

We Care Worldwide Event Management Services offers a variety of event planning services tailored to meet each client's specific needs. Our experienced personnel will analyze all aspects of the event, and then deliver innovative solutions which not only meet budget specifications, but also eliminate any potential roadblocks.

From an elaborate theme event or something fun and simple, the quality and presentation are always exceptional. We will work with you every step of the way, from selecting the conference site to handling the on-site logistics, or just provide a little help with your registrations.

- ◆ Event theme or topic identification and research
- ◆ Event time line development and monitoring
- ◆ Event budget development and adherence
- ◆ Meeting site search, selection and contract negotiation
- ◆ Committee recruitment, organization and management
- ◆ Program research and development
- ◆ Speaker procurement and coordination
- ◆ Facility preparation: logistics, food/ beverage, signage, lodging
- ◆ Design, coordination and production of all marketing and conference materials
- ◆ Advertising development assistance, including New Media (texting, etc.)
- ◆ Sponsorship acquisition
- ◆ Fundraising assistance
- ◆ Procurement and coordination of all event vendors
- ◆ Exhibitor registration and coordination
- ◆ Participant registration and cash management
- ◆ Audio-visual production and management
- ◆ Equipment Rental, Setup, & Technical Support
- ◆ Attendee program evaluation
- ◆ On-site management
- ◆ Security
- ◆ Event evaluation and recommendations
- ◆ Event testimonials procurement and production



We Care Worldwide, Inc. | www.wecareworldwide.com
Call us today a 314.414.2900 x5 or 98 for details on our Event Management Services.