

## Proxy Tucson Corporate Event Management

YOUR CLEVER EDGE  
FOR EVENT SUCCESS!



# PROXY

## Professional Corporate Event Consultant

Alison Boelts

ali@proxytucson.com • 520-465-7645

Call today for your free consultation

### Looking for an Event Planner?

Planning an excellent event takes time and experience. When you need to create an impression, do it right! Don't burden your staff, hire Proxy Events, enjoy your own event with your guests while we handle all of the details. Proxy Events, since 2005. Corporate Event Planning for maximum ROI.



- *Concept/Theme Development*
- *Event Staffing/On-site Management*
- *Meetings & Conferences*
- *Rehearsal Coordination*
- *Event Clean-up*
- *Team Building Events*
- *Conventions*
- *Vendor Selection & Management*
- *Marketing Services*
- *Design Services*
- *Day-of Coordination*
- *Holiday Parties*
- *Retreats*
- *Event Set-up*
- *Private Parties*
- *Guest Coordination*
- *Venue Selection*
- *Fundraising Events*
- *Ticketing, RSVP and Guest list Management*
- *Talent & Entertainment Bookings*
- *Trade Shows*
- *Product Launches*
- *Social Events*
- *Logistics Management*
- *Corporate Events*
- *Non-profit Events*

### Did You KNOW?

24% of the average corporate marketing budget is spent on events!\*

Marketing and Team Building Events can be deductible expenses!\*\*

*\*source Cvent, "Transform events into experiences" Webinar*

*\*\*consult your tax professional for your particular circumstances*



### Company Values

Transparency and Integrity  
Flexibility, Follow-Through and Fun!

Incorporated in 2005  
Licensed in the City of Tucson and Insured  
2.5% discount for cash

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**Full/Multi Day  
Event Package**

The Conference Package includes consultant planning and coordination of a single-day event, maximum 8 hours in duration, with 50 to 300 attendees.

**(Examples: Conference and Convention, Trade Shows, Golf and Sports Outings)**

- In-person client meetings, unlimited phone and emails
- Subject Matter research, professional speaker coordination
- Budget creation and management
- Necessary licenses, permits and extension of premises policies coordination
- Event identity, creative design, invitations, program, handouts, menu, etc. (electronic and print collateral creation and management)
- Website and SM updates
- RSVP management, name tags/lanyards, VIP identification, Conference Bags
- Event schedule, multi-room venue coordination
- On-site management, direction and vendor coordination, set-up through clean-up including guest survey/follow-up

Coordination time includes research and contract negotiation with vendors.

Client contracts directly with vendors/suppliers. No % commission is charged.

Services such as those listed below can be added to the event contract and are in addition to the consulting service:

- Venue fees
- Rented Equipment costs including: Audio/Visual, Lighting, Decor, Staging, Tables, Linens, Service Items
- Catering and Bartending Services (venue or contracted BEO)
- Musicians or DJ
- Photographer, Videographer and/or SM livestreaming service
- Transportation and Lodging
- Ticket Sales
- Giveaways and Gifts

Half due at contract, first hour consultation is free, no obligation



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**Partial Day  
Event Package**

The Seminar Package includes consultant planning and coordination of a single event, 2-5 hours in duration, with 50 to 200 guests. **(Example: Seminars and Workshops, Client/Member, Donor and Staff Appreciation, Co-Branded Fundraisers, Company Milestones, Grand Openings, Anniversaries, New Product Launch)**

- In-person client meetings, unlimited phone and emails
- Theme and timeline design
- Budget creation and management
- Necessary licenses, permits and extension of premises policies coordination
- Event identity, creative design, invitations, program, handouts, menu, etc. (electronic and print collateral creation and management)
- Website and SM updates
- RSVP management, name tags/lanyards, VIP identification
- Event scripting and floorplan
- On-site floor direction and vendor coordination, set-up through clean-up

Coordination time includes research and contract negotiation with vendors.

Client contracts directly with vendors/suppliers. No % commission is charged.

Services such as those listed below can be added to the event contract and are in addition to the consulting service:

- Venue research and coordination
- Rented Equipment including: Audio/Visual, Lighting, Decor, Staging, Tables, Linens, Service Items
- Catering and Bartending Services
- Musicians or DJ
- Photographer, Videographer and/or SM livestreaming
- Transportation and Lodging
- Ticket Sales
- Giveaways and Gifts

Half due at contract, first half hour consultation is free, no obligation



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**Event Basic  
Package**

The Event Basics Package includes consultant planning and coordination of a single-day event, maximum 4 hours in duration, with your staff of up to 30.

**(Examples: Holidays, Happy Hours & Mixers)**

- In-person client meetings, unlimited phone and emails
- Budget creation and management
- Invitation and RSVP management
- Event handouts
- (electronic and print collateral creation and management)
- Event schedule
- On-site management, direction and vendor coordination, set-up through clean-up including guest survey/follow-up

Coordination time includes research and contract negotiation with vendors.

Client contracts directly with vendors/suppliers. No % commission is charged.

Services such as those listed below can be added to the event contract and are in addition to the consulting service:

- Venue, Food and Beverage, Equipment rental, etc.

**\*\*SPECIAL\*\* Hire Proxy to on-site manage your event so you are free to interact with your guests. 3 hours \$99. First time clients only please.**

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## **One-Day Retreat**

### **Focus • Alignment • Strategy**

Of course it is critical every day to show how much you value your hard-working staff. A retreat should supplement a robust staff appreciation strategy. When you give your staff a day away from the office to realign to each other and to your organization's mission and vision, you create new energy that builds team confidence and refocuses each member on process and goals.

Your one-day staff or board retreat is custom designed for your team. A regular work day event will not add to your payroll and can in fact be a tax deduction for your organization. For these and so many more reasons, you should plan your one-day retreat today!

The Team Builder Package includes consultant planning and coordination of a single-day event, maximum 8 hours in duration, with your board or staff .

Elements of a staff retreat you may wish to include: Proxy will build a package for you.

- A unique venue – no beige rooms!
- Learning and Challenge segments – problem solving that is engaging.
- Facilitated segments with business experts – dive deep into your organization's process to find positive improvements.
- Something to make it stick! – Guided meditation or yoga, art project, or other kinetic activity.
- Really good food! No granola bars! Gourmet catering.
- A relaxed social hour to wrap up with craft beers, signature cocktails, and fine wines.
- An exceptional giveaway that will last a lifetime.

Call Alison today to select your date, 2018 calendars are filling fast! Don't miss this opportunity!

Alison provides exclusive representation for this event venue– The Cottage at Sanctuary Cove– an 80 acre serene parcel of desert paradise. This venue is perfect for up to 12 participants and boasts this uncompromising view, a 400 sf air-conditioned workspace with kitchen and bath, and patio with a private trail head . Dates for this venue are extremely limited.

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## **Certified Bar Service**

Proxy Events has two on-staff State of Arizona Title 4 Certified servers. This means that we can offer bartending services for any event that we produce or as a stand alone service for your event. In addition, our liquor law training has given us the expertise to manage events that include alcohol service.

Our liquor policies are designed to protect our clients. We maintain strict adherence to all state laws and have developed a policy and procedure sheet for alcohol service.

The types of events we can provide bartending for include:

- Special events for non-profits. Alcohol may be either sold directly to guests or ticket price may include beverage coupons. These events must be held at a location that is NOT licensed. Licensee must apply through a 501(c)3 organization to the State of Arizona no later than 10 days before the event. [Click here for the application.](#)
- Any private event at a non-licensed location. Most event venues maintain their own license and certified servers but if your event is at a venue that does not, Proxy can help!
- Private parties in homes and businesses.

Proxy can make your event more enjoyable by doing the work while you enjoy your guests. Call today for a quote!



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