



IT'S YOUR EVENT. HOW DO YOU MAKE IT A SUCCESS? WE CAN HELP.

Planning a successful event requires a team effort. When you work with us, you will partner with a creative, experienced and professional company that will take your vision and make it a reality.

We offer a full range of event management services. Our clients include the non-profit, corporate, association, government, educational and social markets.

You have responsibilities to handle for your business. Leave the event planning to us. We will work with you every step of the way, from concept to implementation. You can count on us to make it happen.

WHY? WE LOVE WHAT WE DO.

Look inside to see the services we offer.

WE ARE YOUR PARTNER

We give you the undivided attention your event deserves. Our approach guarantees that each unique event and every management task is handled by an experienced professional.



MgR
& Associates
meeting & event planning



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THE EXPERIENCED PLANNER

WE MANAGE IT ALL.

- Strategic Planning
- Site Selection
- Contract Negotiation
- Vendor Management
- Marketing Collateral & Materials
- Logistics Coordination
- Speaker Arrangements
- Registration & Attendee Management
- Budget Management
- Evaluation Development & Reporting
- Food & Beverage/Catering Arrangements
- Technical/AV Requirements
- On-Site Staffing
- And More...

WE PLAN. YOU RELAX.

- Conferences
- Conventions
- Meetings
- Lecture Series
- Tradeshows
- Seminars
- Retreats
- Award & Recognition Events
- Corporate Events

CONTACT us today to find out how we can turn your event concept into a successful reality.
Melissa@mgr-events.com
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FREQUENTLY ASKED QUESTIONS

Q How do you charge for your services?

A We meet with you to determine your event goals, objectives and the services you require. Based on the outcome, we will provide you with a detailed event management proposal. We charge a flat management fee for our services.

Q How long have you been planning events?

A I have been in the events industry for over 14 years. Mgr & Associates opened in 2006 and we have managed events locally, throughout the state of New Mexico and around the nation.

Q What size of events do you plan?

A We have planned retreats for 10 attendees to conferences for over 1,800. We approach each project with the same enthusiasm, creativity, and strategy for success whether we are planning for a small or large event.

Q Do you plan weddings or reunions?

A Easy answer...no. However, we have a long list of vendors and businesses we recommend for many types of services. We offer this service **FREE** of charge. Whether you need venue suggestions, a printing company, mailing services, ad specialty items or a group dining spot, we can steer you in the right direction.

Contact us at Referrals@mgr-events.com to get started.