



MINIMIZE YOUR PLANNING ANXIETY AND MAXIMIZE YOUR BRAND VISIBILITY.

TP Events Planning is an independent woman owned business created by Tina Player after she recognized her ability to smoothly transition from corporate to a customer service industry. Her diverse client base relationships have helped her in planning successful conferences, corporate training and planning meetings, family reunions, gala and concert events, as well as private cocktail parties (corporate and individual).

Our relationships with local and national venues, caterers, florists, and photographers, ensures that our clients receive seamless execution of their event. TP Events Planning works with you to reserve the perfect location, negotiate the best rates, and stay within your budget all while providing logistical overview of your event.

As with all **great partnerships**, we work with you to focus on building your vision to become a reality. Let us be your behind-the-scenes coordinator handling the unexpected and expected. Our solutions allow you more time to focus on building relationships (employee, client, or community) while we increase your brand visibility.

Let us help you solidify your presence.

Planning and Consultant Services

We understand the importance of a well designed event that delivers creative and value-added services for our clients. Initial steps begin with a complimentary meeting to fully review your event-specific goals. Although TP Events offers complete logistical support, we also work with an extensive network of partners to provide products and services tailored to reach your targeted audience.

Our Planning and Consultant Services include:

- Research and scouting of venues based on your event specifications.

- Schedule and attend site appointments.
- Assist with selection of all vendors.
- Negotiate all vendor contracts and fees, including entertainment, decor, and catering.
- Assist with budget and manage payments on client's behalf.
- Serve as primary liaison with all contracted vendors.
- Manage and coordinate all event logistics.
- Assist with agenda/program development.
- On-site management and staffing coordination for the duration of your event.

From dinner parties to prospective client business meetings, to multi-day conferences to executive retreats, TP Events has planned and coordinated them all.

Corporate/Non-Profit

- Multi-Day Conferences/Conventions
- Retreats
- Partner Dinners
- Galas
- Employee-Incentive Programs

Special Events

- Weddings
- Family Reunions
- Bar/Bat Mitzvahs
- Birthdays



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