

ORGANISING EVENTS AND COURSES

Running courses and events can be extremely time consuming and involves high standard organisational skills to enable things to run smoothly and deadlines to be achieved. Would you benefit from assistance in your event and course management?

HOW WE CAN HELP

Virtual Hand has designed and developed packages to assist you. With over 30 years experience providing PA support and events management, we have what it takes to take the pressure off, allowing you to focus on the content and to Stand and Deliver on the day.

COURSE SUPPORT PACKAGE – NEW OR ONGOING

When you run your own courses can you identify with any of the following:

- Is it a mad rush to do it all on your own?
- Do you get tangled in all the arrangements?
- Is it a fluster to deal with all the enquiries, queries and questions about the event/day?
- Are you drowning under PowerPoint Slides, Handouts, Booklets, Materials, Printing, Promoting, Registrations, Menu's, Parking Vouchers, Meet n Greet Sessions, Follow up, Evaluations, Feedbacks, Testimonials - it does go on!

VIRTUAL HAND HAS JUST THE SOLUTION TO ASSIST IN MAKING YOUR LIFE EASIER

Virtual Hand have put together a package for you so that all the above is streamlined, supported, processed and delivered so you can Stand and Deliver your course and do what you do best. We take all the risk on the time required to support you. Full communication throughout the process is guaranteed so you know it is happening at each stage.

If you want attendance at your event to Meet n Greet and register attendees this can be arranged separately.

	New Course Support	New Course Administration	Repeat Course Support and Admin	Social Media Support
Presentation Development (Ppt)	✓		Editing x1	
Handout/Workbook Development	✓		Editing x1	
Evaluation Development	✓		Editing x1	
Liaise with Printing Contact	✓		✓	
Tracking Documentation for booking process	✓		Editing x1	
Registration/Badge Template	✓			
Completion of Tracking, Registration/Badge templates*		✓	✓	
Liaison with Venue		✓	✓	
Liaison with attendees		✓	✓	
Issue of booking confirmations		✓	✓	
Issue of feedback with report on completion		✓	✓	
Collection of Testimonials (written)		✓	✓	
Promotion of course on Twitter and Facebook page from 6 weeks before				✓
Link with attendees on LinkedIn, Twitter				✓
Add Testimonials to website				✓
Add contacts to CRM and/or Mailing				✓
How much does it cost?	£300	£200	£250	£200

EXHIBITION PACKAGE

When you run an exhibition can you identify with any of the following:

- Do you exhibit or just attend?
- All that preparation beforehand preparing the stand itself, the materials, your giveaway, your recording of details/information, your promotional goods - Don't waste it by your actions afterwards.
- What do you do with all those leads, enquiries, interested stallholders, possible collaborators?

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Virtual Hand can help you to collate all that information so it is available for uploading to your mailing list, referenced for easy retrieval as well as a ready-to-go lead generation tool.

For **Exhibitors** we have a before and after package (or take both at a discount).

What does the package include?

Before:

- proofreading/development of documents such as marketing materials,
- give away research and liaison
- development of materials to log contacts
- envelope (no stamp!) to send all information to Virtual Hand

After:

- collation of contacts to csv file
- follow up email/mailing to all visitors
- appointment making for interested visitors
- uploading contacts to CRM
- add contacts to LI/Twitter etc

For **Attendees** a simple way to help you take action.

To include:

- List compiler and pre-printed envelope (no stamp!) to send back to Virtual Hand.
- Production of csv file (emailed within 7 days) which can be uploaded to your CRM or used by your telemarketer to follow-up or can be used for a mailing after the event

Exhibitors

- Before Package: £200
- After Package: £300
- Take both for £450

How much does it cost?

Attendees

- Up to 50 cards £40
- Up to 100 cards £70