



## The Equipment and Tool Institute Launches ETI Meeting and Event Services

We at ETI are pleased to announce a new member benefit, ETI Meeting and Event Services. M&ES will be available to assist our members with event planning and management.

Meetings and events are incredibly powerful tools for sales, customer retention, employee engagement, and more. M&ES provides proven expertise in event planning and management and will use that expertise to make your event innovative, successful and noteworthy. It is your best alternative when in-house event planning isn't feasible or available.



Our objectives are:

- To provide expertise in planning and managing your event from concept to completion
- To exceed your expectations by delivering events that greatly enhance the attendee experience
- To maintain a high level of service and value that brings your event in on time and on budget



The key to any successful meeting or event is in the details and execution. Whether your event is a small board meeting, a multi-day conference, or a gathering for VIPs, you want your end result to be successful and well-received. And this is where we can help you.

ETI's Meeting and Event Services alleviates any stress you may have putting together an event and reduces the burden on your in-house staff. We understand how venues and suppliers work and our strong negotiation skills will keep your event on budget. We've already done the research for you and our professional knowledge and recommendations will save you money.

We focus on the big picture as well as the details to ensure that all the event elements are covered. Our problem-solving experience is invaluable when it comes to making sure your program goes according to schedule.

We encourage you take full advantage of M&ES. Here's what we offer:

- Site Selection
- Audio/Visual Coordination
- On-site Event Management
- Decor
- Transportation/Logistics
- Permits
- Budgeting
- Program Schedule
- Food and Beverage Selection
- Hotel Room Block Management
- Entertainment
- Activity Planning
- Post Event Wrap-up
- Program Planning
- Communications
- Public Relations/Promotion
- Collateral Materials



ETI Meeting and Event Services is committed to making your meeting or event memorable and stress free, all while staying within your budget. Our pricing is affordable, and we will skillfully save you dollars throughout the planning process. Pricing quotes are customized to your needs.

***To plan your next meeting or event, please visit our website at [www.etoools.org](http://www.etoools.org), or contact Jessie Korosec, Meeting and Event Manager, at [jessiek@etoools.org](mailto:jessiek@etoools.org) or call 248.656.5085.***