

Local Government East

# EVENT MANAGEMENT SERVICE

**Delivering seamless,  
professional events.**

**Delivering seamless and professional events, whether in-person or online, requires expertise and precision. Local Government East's skilled events team specialise in organising events for the public and voluntary sectors, including our member authorities in the East of England.**

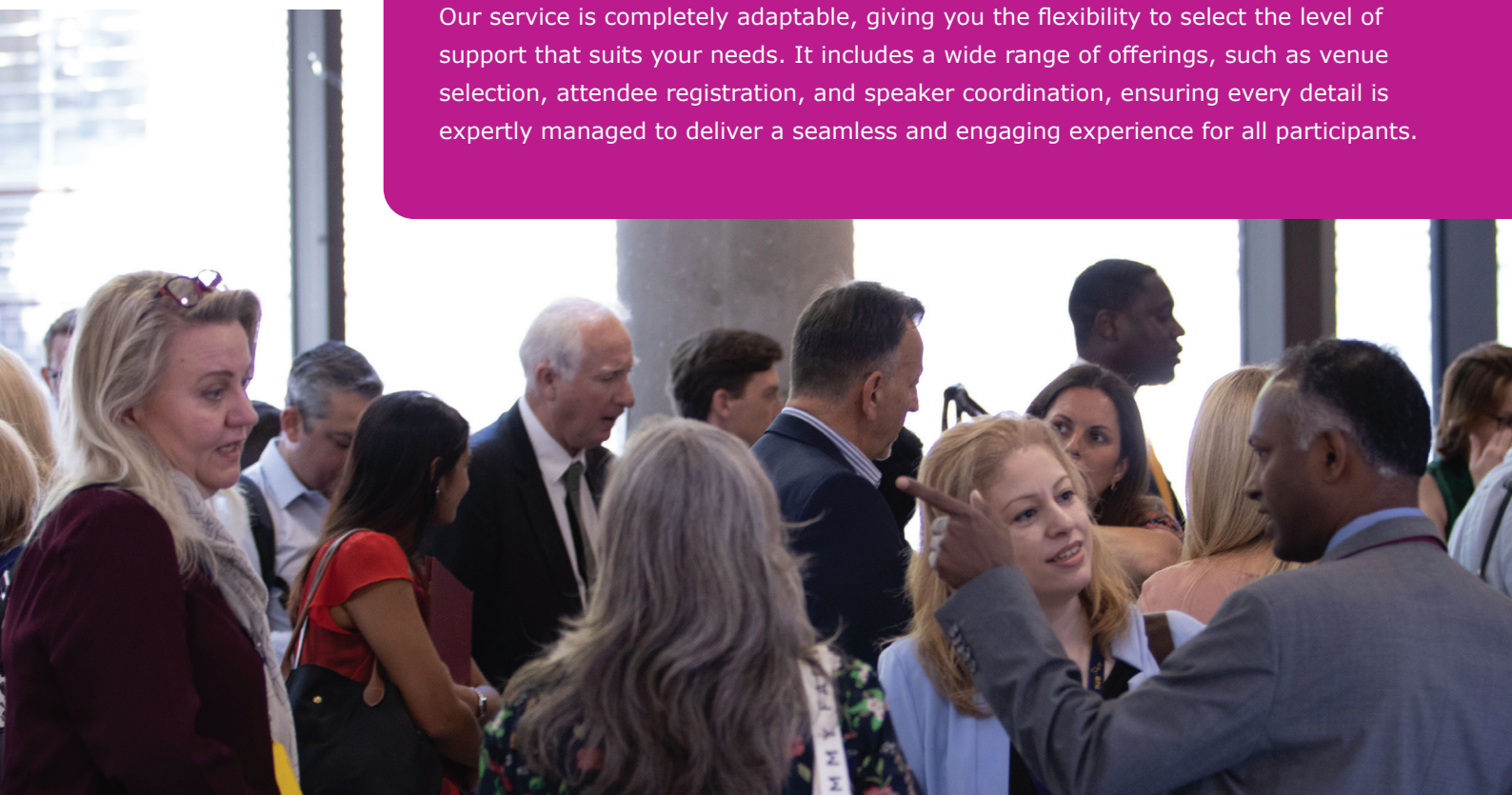
We provide a flexible and comprehensive event management service tailored to your individual needs. We fully understand that every event is unique. From small meetings to full-day conferences, we can manage the entire process or support specific aspects based on your requirements.

Our event management packages encompasses a wide range of services, including venue or virtual platform coordination, delegate and speaker management, workshop facilitation, event resources, on-the-day support, and post-event follow-up. Whether you need complete event management or assistance with key elements, our agile approach ensures exceptional results.

From concept to completion, we are dedicated to delivering events that are professionally managed, perfectly tailored, and executed to the highest standard.

## **WHY CHOOSE LOCAL GOVERNMENT EAST:**

Our service is completely adaptable, giving you the flexibility to select the level of support that suits your needs. It includes a wide range of offerings, such as venue selection, attendee registration, and speaker coordination, ensuring every detail is expertly managed to deliver a seamless and engaging experience for all participants.



# OUR APPROACH:

**WE PROVIDE FULL FLEXIBILITY, ALLOWING YOU TO CHOOSE FROM A RANGE OF SERVICES AND SELECT THE SPECIFIC ELEMENTS THAT BEST SUIT YOUR NEEDS, OR OPT FOR THE COMPLETE PACKAGE FOR A COMPREHENSIVE SOLUTION.**

## AN OVERVIEW OF THE SERVICES WE CAN OFFER:



**Venue** - sourcing and securing a venue, liaising with the venue to ensure all requirements for the day, such as room layouts, AV equipment, and catering, are met.



**Attendee management** – bespoke online registration system with automatic confirmations, circulating joining instructions and reminders, organising workshop allocations, handling inquiries and changes.



**Speaker management** – producing and circulating a detailed speaker brief, liaising with speakers on presentations and biographies, coordinating logistics and acting as the main point of contact for any queries, obtaining permission to share presentation copies post-event.



**Event resources** - production of event resources such as printing and distributing badges, providing QR codes for event materials, creating venue signage with photo disclaimers, and preparing a slide deck to link speakers' presentations.



**On the day** - manage logistics by liaising with the venue and AV team, confirming room setups and equipment, assisting speakers with arrangements, signing in delegates, issuing badges, manning the reception desk, and providing staff support.

# WHO WE ARE:

Our team is passionate about creating exceptional events and bringing ideas to life. With creativity, enthusiasm, and expertise, we focus on making every event engaging, collaborative, and memorable. Driven by a genuine commitment to excellence, we handle every detail with meticulous attention, ensuring each element is flawlessly planned and executed. Our goal is to deliver a seamless experience that leaves a lasting positive impact on your attendees.



## **Sharon Bleese** **Head of Communications and Commercial Services**

Sharon has over 30 years of event management experience across the private, public and voluntary sector. She has organised everything from small community events through to conferences and events tailored to audiences of over 300 delegates.



## **Jayne Cole** **Events Manager**

Jayne is a highly motivated and enthusiastic leader, who joined the organisation in 2002. She worked across the teams in a variety of administrative and management roles before becoming the Events Manager.

With more than 16 years expertise in event management, Jayne collaborates effectively with both the public and private sector organisations, to plan, manage and deliver virtual, in-person and hybrid events with precision and professionalism.



## **Julie Taylor-Poole** **Events Administrator**

Julie is a highly experienced administrator with knowledge across the public and private sector. Working closely with the Events Manager, Julie supports with the delivery of first-class events.



# BENEFITS OF USING OUR SERVICES



We are able to offer our events services under a public sector to public sector exemption, making procurement simpler.

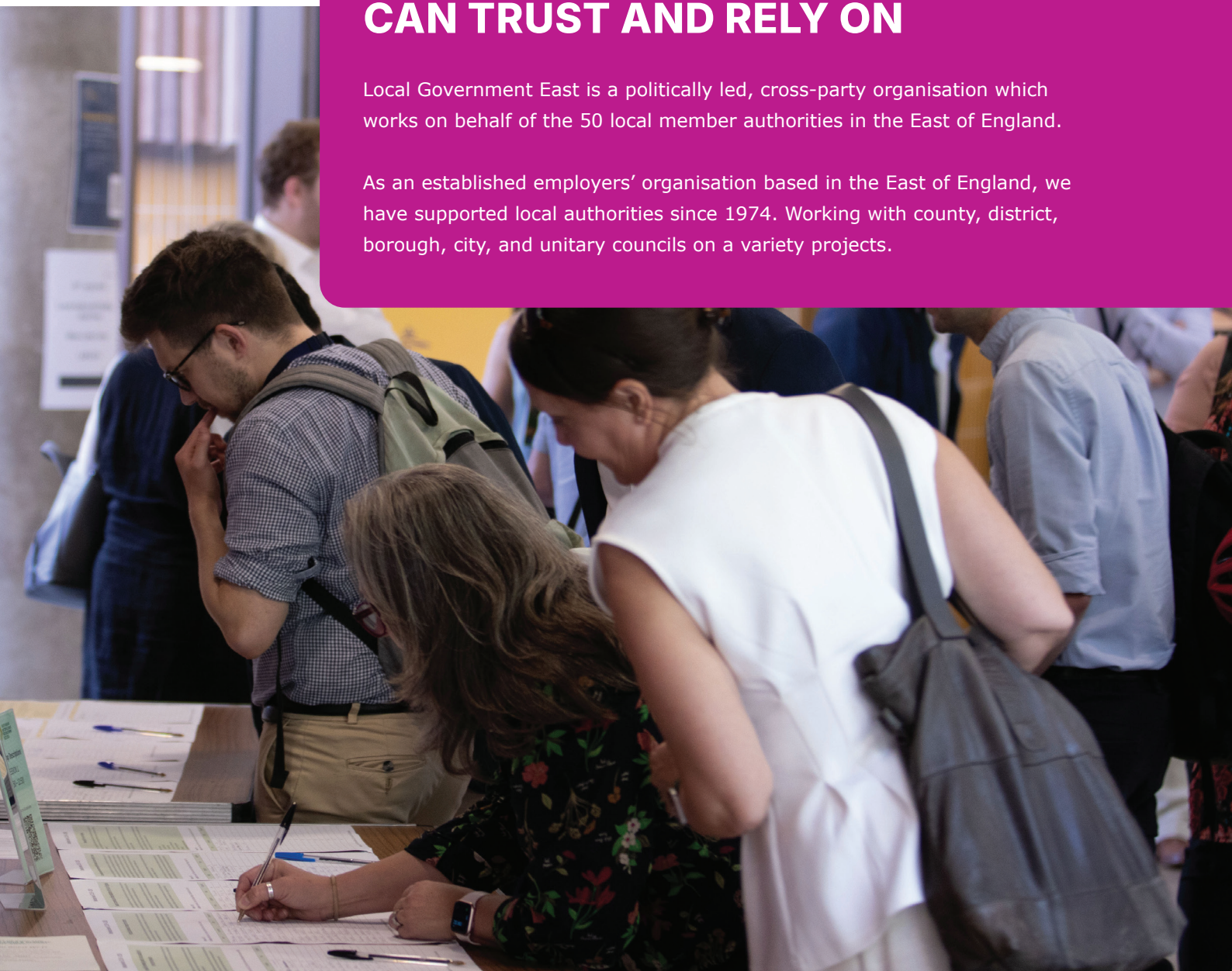


As a not for profit organisation, any surplus is reinvested back into the region for the benefit of our members and their communities.

## ABOUT US - A PARTNERSHIP YOU CAN TRUST AND RELY ON

Local Government East is a politically led, cross-party organisation which works on behalf of the 50 local member authorities in the East of England.

As an established employers' organisation based in the East of England, we have supported local authorities since 1974. Working with county, district, borough, city, and unitary councils on a variety projects.





# HOW TO CONTACT US



If you'd like to discuss your next event, we would love to hear from you. Contact [jayne.cole@localgoveasteng.gov.uk](mailto:jayne.cole@localgoveasteng.gov.uk) in the first instance.

## WE LOOK FORWARD TO HEARING FROM YOU.

