



W W W . L A Z E N D R A D A N F O R T H . C O M



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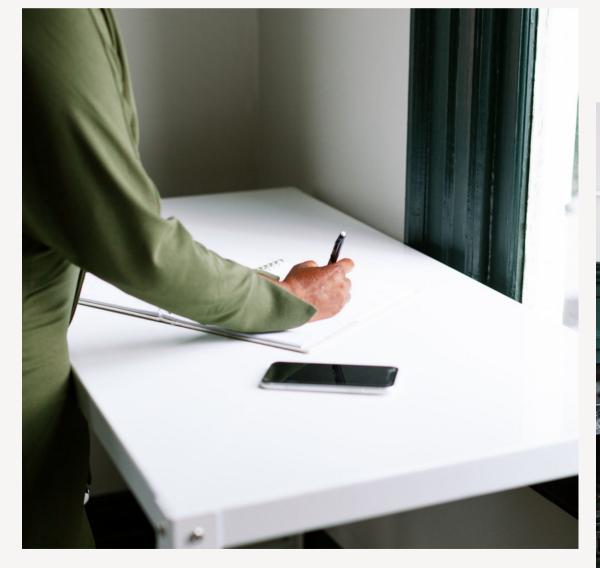
#### ld

# THANK YOU FOR CHOOSING MY SERVICES TO CURATE YOUR NEXT EVENT.

As your Event Strategist, My team and I are excited to turn your vision into reality.

Our goal is to not just organize your event, but create a strategic plan that will meet the needs and goals of your organization; and doing this with incredible designs.

Please see a sample list of our services. Each client proposal is custom designed based on the event's strategic needs.





# ABOUT LA'ZENDRA

With over 20 years of event coordinating experience, La'Zendra has a deep love for the hospitality and event industry.

Her mission is to create organic and memorable experiences that embodies her signature touch.





# SERVICES

#### **Pre-Event Planning & Design**

- Menu curation
- Creative concept + design
- Design registration process
- Determine audio-visual needs
- Secure necessary vendor(s)
- Design and or coordinate the creation of all branding and ancillary print materials.
- \*Production & installation not included\*

#### **Project Management**

- Develop & manage a master event logistics plan
- Organize & perform tasks to support organization that meets all event requirements and objectives
- Budget management for expenses that coincides with event plan timelines
- Vendor relationship management

#### **Logistics Planning**

- General project management
  - Pre: During: Post Timeline
- Pre-production planning with organization team and venue
- Curate production schedule
- Accommodation & travel management
- Coordinate awards/VIP special gifts/thank-you notes
- Serves as Venue Liaison

#### **On Site-Management**

- Full on-site management
- Oversee on-site registration for attendees, speakers, VIPs, and sponsors
- Coordinate venue walk-thru, setup/load out, production schedule, floor plans, and event break-down
- Coordinate staff and volunteer assignments for all event activities
- Coordinate and distribute gifts for speakers/VIPs
- Coordinate security as needed













# OUR GOAL

Studio D is a full service event management agency that creates customized event experiences that are in alignment with your goals.

We believe in creating real connections that are transformational, not transactional.

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# TESTIMONIALS

## **TARA** BLYTHE

Vice President, Talent, Strategy and Communications at Infotech

"LaZendra (Z) is a storyteller and artist whose medium is event planning."

# Joseph Nicholson

Joseph Nicholson, Director of Creative Works and Lifelong Learning, University of Florida

"She definitely brings the "WOW" factor to each and every event and has a great sense of how to make each event unique."

## Obi Chukwumah

Obi Chukwumah, Founder of Space & Equity

"She is the epitome of professionalism. She always executes events with a flawless grace."

### Courtnie **Nichols**

Courtnie Nicholas, CEO of Travel Bash

"La'Zendra's eye for detail & design is like no other. She will inspire you to create the unimaginable."

# STAY IN TOUCH

- M CONTACT@LAZENDRADANFORTH.COM
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