



# Event Management

# Strategic, end-to-end event support

Elevate your brand, engage your audience, and deliver measurable results

## Strategic-first mindset

We align events with business goals, not just logistics.



## Cross-functional collaboration

We partner seamlessly across marketing, sales, and executive teams.



## Audience-centric design

Every touchpoint is intentional — from pre-event comms to post-event engagement.



## Built-in flexibility

We adapt quickly to shifting priorities, formats, and market conditions.



## Services

- Speaker content and presentations
- Agenda development and content mapping
- Partner/vendor coordination (AV, venues, swag, etc.)
- Virtual/hybrid event platform setup and management
- Data capture and lead follow-up strategy
- Budget tracking and ROI reporting
- Creative concepting for themed events or launches

# Odigo Event Portfolio



## Event Planning

- Vision setting
- Venue sourcing
- Venue contract negotiation
- Food & Beverage management
- Audio visual services
- Attendee registration/tracking
- Outsource vendors
- Hotel rooming lists
- Special events management
- Contests/Awards/Giveaways
- Swag/Gifts
- Speakers
- Content development
- Know Before You Go
- Stakeholder communications



## Event Management/Execution

- Onsite oversight and problem solving
- Registration management
- Staffing coordination
- Vendor management
- Booth management
- Executive management
- Special events management
- Customer/Partner connections
- Social media post and comms management
- Lead capture
- Photo/Videography
- Name badge design
- Agenda management
- Menu selection
- Exhibit booth design
- Event landing page



## Event Reporting/Metrics/Results

- Event summary report
- Lead gen reports
- ROI based on defined metrics
- Attendance reports
- And more ...