

Beyond the Destination Tours

Certified Tour Directing & Tour Guiding

970-462-3014



Event Coordination & Planning Overview



Curated Experiences by Beyond the Destination Tours

Where scoped execution meets strategic impact.



Strategic Event Planning & Client Engagement

- Consult with clients to align event goals and feasibility
- Advise senior management and implement strategic decisions
- Negotiate service types and costs within budget constraints
- Calculate and monitor budgets to ensure adherence
- Follow up post-event for payment and service evaluation



Talent Booking & Entertainment Coordination

- Book musicians, bands, and disc jockeys
- Schedule speakers, vendors, and participants
- Consult with entertainers and transport providers



Venue & Hospitality Management

- Coordinate lodging and food package reservations
- Select chefs or catering companies for event catering
- Sample food and finalize menu selections
- Visit venues to plan seating layout and decor
- Negotiate and secure event space
- Organize venue setup with attention to seating and aesthetics



Staffing & Operational Oversight

- Hire event staff including security personnel
- Consult with management to ensure adequate staffing
- Coordinate staff to execute event programming on schedule
- Oversee contractor work and report on work order variations



Marketing, Promotion & Outreach

- Initiate and coordinate publicity efforts
- Edit and design promotional materials
- Prepare branded presentations

- Develop and oversee fundraising events



Invitation & Guest Management

- Create invitee lists
- Collaborate with printers and designers on invitations
- Send invitations and manage RSVP tracking



Logistics & Technical Coordination

- Manage correspondence and communications
- Coordinate registration and attendee tracking
- Support presentations and materials before, during, and after events
- Maintain inventory of backdrops, projectors, computers, and display assets



Problem Solving & Performance Analysis

- Resolve service or program-related issues
- Collect and analyze project data
- Report on project outcomes



Certification & Professional Standards

- ITMI Certified in Meeting & Event Planning
- Committed to forensic-grade execution and scoped delivery



Client Appreciation

- Offer formal thank-you to clients and event sponsors