

# Claudia Casillas Events

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## OVERVIEW

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"A huge thank you for all your hard work and dedication to our first major conference. The company is grateful that we had such a professional, detail-oriented, and hard working team helping to make this a great one and you guys deserve all the praise we could heap onto you! Thank you, thank you, thank you!"

**Rafat Ali & Jordan Posell**

CEO & COO

ContentNext Media

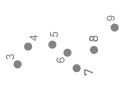
(paidContent.org)

We provide full-service event production, management and design, assisting with all aspects of event planning, project management and on-site supervision. From concept to event execution, we harmonize the details and *connect the dots* to deliver a smoothly-run event that meets your goals and exceeds your expectations.

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## WHAT DOTS?

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### Planning

- Pre-event research
- Budget creation
- Timelines & production schedules
- Negotiations with vendors and suppliers
- Permits and insurance documentation
- Invitation design and mailing
- RSVP and registration list management
- Credentials distribution
- On-site staffing
- Risk assesment and contingency plans

### Venue logistics

- Venue selection and negotiation
- Event theme design
- Exhibit logistics
- Furniture and décor
- CAD Floorplan layouts
- Diagrams and seating charts
- Shipping and drayage coordination
- Security
- VIP area
- Valet parking

### Food and beverage

- Caterer selection and menu creation
- China, linens, silverware and glassware
- Beverages and related bar service
- On-site chef for private events
- Centerpiece design

## CONTACT US

[claudia@claudiacasillas.com](mailto:claudia@claudiacasillas.com)

+ 1 213 973-PLAN (7526)

[www.claudiacasillas.com](http://www.claudiacasillas.com)

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## MORE DOTS

"Claudia is one of those rare managers who can take the basic parameters for a project and, without fuss or detailed guidance, she will not only run with it, but will far surpass expectations. Her integrity and performance stem from an amazing drive to always operate with the highest standards and employ industry best practices. She's a joy to work with and I wholeheartedly recommend Claudia to any team, person or client needing event management support."

**Christina Vergara Andrews**  
Director of Event Programming  
NATPE

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### Staging and production

- Lighting design
- Sound, staging and power
- Special effects
- Tenting
- Projection
- Music & entertainment
- Talent booking
- Dance floors and risers
- Red carpet management
- Stage management
- Video production
- Silent auctions

### Print materials and graphics

- Collateral design
- Print production
- Invitations
- Menus
- Table tents
- Event programs
- Large-scale print graphics and backdrops
- Interstitials
- Gobos
- Custom packaging
- Tickets
- Security credentials

### Other services

- Booth coordination & management
- Hotel room blocks for groups
- Transportation and parking
- Speaker and presenter relations
- Sponsor relations
- Media relations
- Integrated marketing and product placement
- Photography
- Eco-friendly, green events