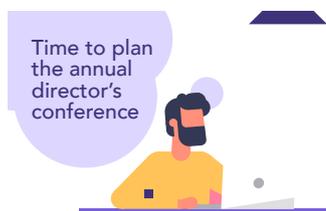


DISCOVER 'ONE TOUCH' EVENT PLANNING

Organising an event with a venue doesn't have to be painful. Here's how Cliftons streamline the process.



Time to plan the annual director's conference

1. Event idea formulated

You have an event that needs planning



2. Book

Jump on the phone, send Cliftons an email or go to the website or online Client Portal to request your booking



3. Confirm

When you receive your confirmation email, follow the link to confirm your booking



4. Voila! Space is reserved

Once you've confirmed, we allocate your space



8. Morning of event

You arrive at Cliftons to find all the heavy lifting has been taken care of! Guests have been greeted and directed, your room and tech are setup, and event materials are in place. Relax, grab a coffee and head to your room.



7. Three days to go...

Had any last-minute changes? Don't stress! There's still time to amend additional services (like catering) up to three days before the big day.



6. Details Finalised

1-2 weeks out, your dedicated event coordinator will contact you to confirm all event details like final numbers, room setup, course materials, services required and anything else you need.



5. Relax!

Enjoy the time to get on with other priorities like organising your speaker, run sheet and presentation notes (or online shopping!)



9. Throughout event

Staff are on hand to help with anything you need during the day. Your delegates are served delicious food at meal times, with something for everyone. You're looked after from start to finish.



Success!



And next time only gets easier...

Did you know, in the Cliftons Client Portal you can make event templates that are rolled out for future events? We can duplicate the same requirements for you each time, from one set of instructions. **Simple!**