



Event Services

**Everest
Communications
LLC**

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This document includes a grid of what is included in each of our event services packages so you can identify the ideal offering based on your customers needs. Please refer to the event services sell sheets for additional details about each of the service offerings.

- **Event Management Express** – includes all of the basic event services. This is ideal for customers doing repeat events for the same presentation team.
- **Event Management Plus** – offers a full suite of event services from pre-planning stages to post-event wrap-up. It's perfect for customers who may be new to web seminars or need extra management services.
- **Event Registration** – provides branded registration pages, in-event surveys, on-demand archived events and a variety of reporting options.

To Grid





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Event Services



Services	Event Express	Event Plus	Event Registration	Add-On Options
Event preparation	X	X		
Event presentation team training		X		
Event walk through		X		
Event dress rehearsal		X		
Event moderation	X	X		
Event wrap-up	X	X		
Event registration description page			X	
Logo branding			X	
Event catalog			X	
Email invitation			X	
Registration confirmation email			X	
Email reminders			X (3 emails)	
Registration results			X	
In-event survey and report			X	
Post-event email			X	
Non-attendee report			X	
Attendee report			X	
On-demand event			X	
Additional session				X
Customized email branding				X
Customized email messaging				X
Video web slide				X
Audio pre-record				X
Post-production services				X
Attendee login survey				X
Attendee authentication				X
ROI analysis				X

