

DUNS: 080505411

Primary NAICS: 561920, 711320, 812990

Secondary NAICS: 541611, 541430, 561110, 561210, 561320, 512110, 541921

NIGP Codes: 962-34-00., 915-23-00., 915-23-19., 915-23-40,

EXECUTIVE SUMMARY



The DC Event Planner, LLC is an Event Project Management Company located in Washington, DC. It was created in 2010 with passion and respect for events and those same values hold strong today. A Local, Woman Owned, Disadvantaged Certified Small Business that prides itself on organization, operations and customer service.



DIFFERENTIATORS

Our Event Project Management Model:

Organized operations, instant responses to clients, tedious attention to logistics = perfect production.

Our execution of customer service makes each of our clients feel like they are our only client.

Our hands-on method of event status tracking is what separates us from others.

We understand that events are important to all company stakeholders and we include those goals and missions in our planning process. giving our dedication and attention to detail to every event.

CAPABILITIES



- Attendee Management and Registration
- Budget Management
- Creative Design and Concept
- Destination Events
- Gifts/favors, Handouts, Auction Items, Giveaways
- Event Project Management
- Hotel Contracts
- Logistics (travel, VIP's, agency protocol)
- Material Production
- Contract Negotiation (vendors, rentals, venues)
- On-Site Coordination, Staffing and Training
- Operations (timelines, arrivals/departures)
- Seating
- Show-Flow
- Venue Selection and Negotiation
- Venue Set Up and Diagram Management
- Vendor Management (deliveries, hiring, training)



CERTIFICATIONS

- LD BE Certified
- CBE
- DBE Certified
- Certified Meeting Professional
- Certified NMSDC
- MBE Certified
- Certified Women Owned Business
- Hub-Zone



PAST PERFORMANCE: RATED "OUTSTANDING" BY OUR CUSTOMERS!



CAPABILITIES STATEMENT

DUNS: 080505411

Primary NAICS: 561920, 711320, 812990

Secondary NAICS: 541611, 541430, 561110, 561210, 561320, 512110, 541921

NIGP Codes: 962-34-00; 915-23-00; 915-23-19; 915-23-40,

EXECUTIVE SUMMARY

The DC Event Planner, LLC is an Event Project Management Company located in Washington, DC. It was created in 2010 with passion and respect for events and those same values hold strong today. A Local, Woman Owned, Disadvantaged Certified Small Business that prides itself on organization, operations and customer service.

CAPABILITIES

- Attendee Management and Registration
- Budget Management
- Creative Design and Concept
- Destination Events
- Gifts/favors, Handouts, Auction Items, Giveaways
- Event Project Management
- Hotel Contracts
- Logistics (travel, VIP's, agency protocol)
- Material Production
- Contract Negotiation (vendors, rentals, venues)
- On-Site Coordination, Staffing and Training
- Operations (timelines, arrivals/departures)
- Seating
- Show-Flow
- Venue Selection and Negotiation
- Venue Set Up and Diagram Management
- Vendor Management (deliveries, hiring, training)

DIFFERENTIATORS

Our Event Project Management Model:

Organized operations, instant responses to clients, tedious attention to logistics = perfect production.

Our execution of customer service makes each of our clients feel like they are our only client.

Our hands-on method of event status tracking is what separates us from others.

We understand that events are important to all company stakeholders and we include those goals and missions in our planning process.

giving our dedication and attention to detail to every event.

CERTIFICATIONS

- LD BE Certified
- CBE
- DBE Certified
- Certified Meeting Professional
- Certified NMSDC
- MBE Certified
- Certified Women Owned Business
- Hub-Zone



PAST PERFORMANCE: RATED "OUTSTANDING" BY OUR CUSTOMERS!



DUNS: 080505411

Primary NAICS: 561920, 711320, 812990

Secondary NAICS: 541611, 541430, 561110, 561210, 561320, 512110, 541921

NIGP Codes: 962-34-00; 915-23-00; 915-23-19; 915-23-40,



"Thank you, thank you for pitching in to make this year's awards event an enjoyable evening. The winners were smiling and the Mayor stayed for the whole event. I truly appreciate the enthusiastic support by USA, OCR, Tiffany and her team, and the volunteers."

The Mayor was blown away by the videos; she said "wow" more than a few times. Tiffany, great job!!"

— **MARYLYNN, DOEE**



"Tiffany, It was a genuine pleasure working with you and your team yesterday at DC Buys. Your team was professional, competent, and pleasant which made all the difference in our guests' experience. I hope to be able to work with you in the future."

— **LAUREN, OCP**

