



Meeting Facilitation & Event Planning

McAlpine Consulting for Growth, LLC has extensive experience in planning and facilitating non-profit events for large and small groups, including:

- Conferences (Single and Multi-day)
- Staff and/or Board Retreats (Single and Multi-day)
- Summits and Symposia
- Task Force/Coalition/Advisory Board meetings
- Series of Meetings or Webinars
- Fundraisers

McAlpine Consulting specializes in listening to our clients and tailoring our work to fit your needs. We can be as involved in the planning process as you would like us to be.

Services We Offer

The below services represent the scope of what McAlpine Consulting can offer your organization. This list is not comprehensive, and you may pick and choose which services your organization may need.

Organizing and Coordinating

- Overall coordination of the event planning process
- Creation of event planning timeline
- Participation in and facilitation of event planning meetings
- Speaker Confirmation and Follow-up (including travel arrangements)
- Continuing Education Credit coordination
- Poster Session Coordination
- Volunteer Recruitment and Coordination
- Registration – including developing and maintaining master registration form
- Evaluation development

Logistics

- Menu planning
- A/V equipment
- Room Set-ups
- Venue Liaison/On-site Point Person

Outreach and Marketing

- Materials Development, including drafting text and proofreading for print and electronic formats
- Dissemination of marketing materials
- Developing outreach plan/invitation list for the event

Services We Offer (continued)

Fundraising

- Sponsor Outreach and Coordination
- Exhibitor Outreach and Coordination

On-site Services

- Coordinate Registration
- Point person with venue managers, speakers, exhibitors and poster presenters
- Facilitate session(s) or full-day meetings
- Note-take at session(s) or full-day meetings

Post-Event

- Analyze evaluations
- Write summary reports
- Facilitate debrief meeting
- Coordinate efforts to thank speakers and sponsors



Costs

McAlpine Consulting costs vary depending on the amount of work being asked of us and which staff member completes that work. Please contact us directly at consulting@mcAlpine.com or 773-728-0271 so that we may develop a proposal tailored to your needs.

Experience

McAlpine Consulting has worked with dozens of clients in a range of facilitation and event planning capacities. Please visit the Client List on our website and feel free to contact us for references.



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