EVENT SERVICES

YOUR EVENT, PRODUCED END TO END.

AVEO runs its own events and produces events for companies, organisations, promoters and partners. One team handles the venue, the production, the tickets, the doors and the guests, and you see every cost as it happens.

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SERVICES

WHAT AVEO PRODUCES.

One team from the first brief to the last guest out, and every cost visible as it happens.

Event production

We plan, produce and run your event from the first brief to the last guest out.

Conferences and summits

Registration, badges and QR check-in, programmes, speakers and delegate travel.

Launches and brand experiences

Launch nights, pop-ups and activations, with guest lists, press and content.

Private, community and faith events

Dinners, galas, celebrations, community and faith gatherings for every faith and none.

Hospitality and VIP

VIP tiers, tables, boxes and private entrances at AVEO events and yours.

Door, entry and guest management

QR scanning, named gates, staff passes, live occupancy and a full check-in log.

Sponsorship and partnerships

Partner with AVEO events: activations, hospitality, naming and content.

Photography, film and livestream

Photographers, film crews and livestreams for your event.

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Concept and programme

Format, running order, speakers or artists, and the details that make it feel like yours.

Venue and contracts

Shortlists, site visits, negotiation and licensing checks.

Production

Staging, sound, lighting, screens and the crew to run them.

Tickets and guest lists

A ticket shop on your brand, invitations, per-guest names and QR entry.

Safety and security

Risk assessments, licensed door supervisors, stewarding, medical cover and an incident log.

Food and drink

In-house or partner catering for every diet, with menus and allergens published before the day.

Reporting

Sales, check-ins, costs and a debrief once the last guest is out.

Questions clients ask.

CAN YOU WORK ALONGSIDE OUR OWN VENUE AND SUPPLIERS?	Yes. We can run everything, or slot in alongside your venue, caterer or production team.
DO WE GET A COSTED PLAN?	Yes. Every proposal is costed line by line, and you can see spend against budget while the event is being built.
DO YOU PRODUCE FAITH AND COMMUNITY EVENTS?	Yes, for every faith and none, produced with the communities they belong to, including alcohol-free formats and prayer or quiet rooms.

FORMATS

CONFERENCES, LAUNCHES AND GATHERINGS.

Conferences and summits.

From a one-day forum to a multi-day summit: registration with names on every ticket, check-in at the door, programmes, speakers, sponsors and the travel to get everyone there.

Registration Paid, free or invitation-only, with delegate details collected per guest.	**Check-in and badges** QR check-in at named entrances and live attendance by session.
Programme and speakers Running order, speaker logistics and green room hospitality.	**Sponsors** Packages, branding and hospitality for the partners who back the event.

Launches and brand experiences.

Venues that suit the story, production that photographs well, guest lists and press handled at the door, and content captured on the night.

Private, community and faith events.

Private dinners, galas, celebrations and community gatherings, including faith events for every faith and none, alcohol-free formats, prayer or quiet rooms and catering for every diet.

Hospitality and VIP.

VIP tickets with their own entrance, tables and boxes for clients and teams, and hosts who look after your guests all night.

Photography, film and livestream.

Photography and film on the night, edited for social and press, and livestreams for audiences who cannot be there.

WORKING WITH AVEO

FROM BRIEF TO DEBRIEF.

01 **Your brief**
Tell AVEO about the event under Business and private events on aveoevents.com/contact. These enquiries are answered within 1 working day.

02 **A costed proposal**
Every proposal is costed line by line, and the quote is a link you read and accept online.

03 **Built with you**
You can see spend against budget while the event is being built.

04 **On the day**
Venue, production, tickets, doors, safety and guests run by one team.

05 **Afterwards**
Sales, check-ins, costs and a debrief once the last guest is out, and the invoice.

AVEO

TELL AVEO ABOUT YOUR EVENT.

Its date, its guests and what it should feel like. AVEO replies with a costed plan.

START A BRIEF	aveoevents.com/contact
SERVICES	aveoevents.com/services
EMAIL	support@aveoevents.com
DOCUMENTS	documents@aveoevents.com