



Capabilities Statement

Planning Factory International, a **woman-owned small business** with a committed team of highly trained, resourceful professionals, focuses on all facets of event design, production and meeting services. We provide superior customer service through prompt communications, innovative solutions and reliable, expert management. **Planning Factory International** integrates worldwide resources into our proposals to create innovative, while functional and cost-effective, events and meetings.

Planning Factory International implements its written policies and procedures to supply **unsurpassed support to Government Clients**. These policies include: prescreening of vendor partners, negotiating costs, and adherence to industry and labor standards, while subscribing to shared ethical standards. **Planning Factory International** strengthens its reach and influence in the industry by actively participating in professional trade organizations such as: Society of Government Meeting Planners (SGMP), International Special Events Society (ISES), Meeting Professionals International (MPI), and Professional Convention Management Association (PCMA).

Planning Factory International employs **Spend Management** techniques as an integral part of handling financial responsibilities entrusted to us by each client. We utilize processes such as procurement, e-procurement, and supply chain management. **Planning Factory International's** strength is in negotiating the best rates from all quality service providers worldwide.

Planning Factory International has a dedicated staff whose commitment to ongoing trade-specific education, technical skill enhancement and to onsite training, including CPR, yields significant benefits for our clients. Our staff is trained in strategic planning to further a positive interaction and enhance value to our clients when planning for meetings or events in person, via telephone or video conferencing. **Planning Factory International** also provides staff for **on-site management of events and meetings**.

Planning Factory International has the ability to create custom, **branded registration websites** that compliment the look and feel of client's event and/or existing website. The client is able to preview sessions, pricing, lodging, location and more. We are able to send email confirmations and reminders automatically and can email agendas, invoices, receipts, etc to attendees. We can manage any size group, mistake-free, and collect any registrant data the client regards to be critical.

Planning Factory International has established its reputation as a single source for cost effective **technical support** and complete integration of all **audio visual needs**. From a single video projector to the complete design and construction of a high-end meeting environment, our clients can rely on us to guide them in the journey from initial concepts to reality.