

WAR OF 1812 LEGACY SYMPOSIUM

Kirwin Development Strategies
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KIRWIN DEVELOPMENT STRATEGIES

- *Virginia Beach-based*
- *A broad range of experience*
 - *Project management*
 - *Event production*
 - *Government relations*
- *Background*
 - *State legislature*
 - *Non-profit development*
 - *Fundraising/event production*

EVENT EXPERIENCE

- *Symposium coordination*
 - *NATO symposium for Chiefs of Defense*
- *Event production*
 - *Golf tournaments*
 - *Receptions*
 - *Conferences*
 - *Health/safety fairs*

1812 LEGACY SYMPOSIUM EVENT PLANNING

- *Initial stages*
- *Pre-planning*
- *Execution*

SYMPOSIUM INITIAL STAGES

- *Coordinate with the workgroup*
 - *Attend and provide input at meetings*
 - *Aid as needed with initial planning*
 - *Schedule*
 - *Invited speakers*
 - *Target audiences*
 - *Determine next steps*

SYMPOSIUM PRE-PLANNING

- *Points of contact*
 - *Coordinate with venues*
 - *Coordinate with all vendors*
 - *Coordinate with key leaders in target groups*
- *Pre-event management*
 - *Plan for each event*
 - *Speaker coordination*
 - *Registration/Transportation/Logistics*
 - *Arrangements for VIPs/special needs*

SYMPOSIUM EXECUTION

- *On-site Execution*
 - *POC during event*
 - *Volunteer/Event Staff coordinating*
 - *Execution of planning*
 - *Venue management*
 - *Registration*
 - *Speaker coordination*
 - *Logistics*

SYMPOSIUM WRAP UP

- *Organization/return of materials*
- *Hot wash discussions/lessons learned*
- *Final documentation as requested*

THANK
YOU!

Ann F. Kirwin

Kirwin Development Strategies

afk@kirwinstrategies.com

757-675-1876