

If the service you require is not listed, please don't hesitate to contact us to discuss your requirements.



### We can arrange:

- Accommodation
- Audio Visual
- Catering
- Entertainment/Groups/Bands
- Firework Displays
- Fun Fairs
- Furniture
- Health and Safety
- Inflatable's
- Licensed Bars
- Marquees, Tents and Structures
- Site Logistics
- Team Building
- Themed Events
- Transport
- Venue Location

# Kent Events

EVENT PLANNING • MANAGEMENT • CONSULTANCY

W: [www.kentevents.org.uk](http://www.kentevents.org.uk) E: [kentevents@hotmail.com](mailto:kentevents@hotmail.com) T: 07773 679795 / 07969 058951

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**Kent Events**

A leading event management company

*Our combined strengths and experience in event management allows us to present to you a high quality and truly memorable event.*

## Our Services

**Kent events are experienced in event management allowing us to deliver a truly high quality and memorable event such as...**

### Event Planning

We have the knowledge and experience to plan a wide variety of events from small private parties to major public events. Contact us with your ideas and let us turn them into a reality.

### Management

Planned your own event, but need someone to manage it on your behalf. We are experienced in the management of all types of event and can give detailed briefings to staff, and oversee every aspect of your event. Contact us for more details

### Consultancy

Planning your own event can be a daunting experience. We can be with you every step of the way to give you help and guidance from your initial ideas through to the realization of all your hard work. Contact us for more details.

### Corporate Events

Using thought and experience we will promote your corporate message or brand clearly and effectively. Whether it be promoting or rewarding or simply building on team strengths from parties to large or small conferences we build events to meet your every need

### Private Events

We can provide marquees of various sizes and designs, we can find the right location for your private event for any occasion. We can also arrange entertainment, bars and other refreshments all at competitive rates.

## Our Services

### Conferences

Kent Events will be with you every step of the way, from planning to review, from the biggest task to the smallest detail, you can be sure your conference will be everything you expect.

### Concerts

We can help you to plan and deliver your concert, alternatively we can arrange, manage and deliver your concert to your specifications, we will deal with all the health & safety and liaise with all the agencies on your behalf.

### Wedding Celebrations

Whether it's full co-ordination or just a little help we can be there for you. From wedding management, venue finding and Co-ordination to on the day management and party planning; We will help make your day that little bit more special.

### Bereavements

A bereavement is something we will all have to deal with at sometime. It can be a distressing and sad time. We can make all the arrangements on your behalf, respecting your wishes and treating your private occasion with respect and dignity.

### Event Security

We can arrange for security or door staff for your event, from SIA approved staff to traffic control and car parking, call us to discuss your requirements

### Health & Safety

We are fully qualified in Health & Safety and members of IOSH. We can assess the risks at your business or event and produce the associated legal documentation.

### Event Safety

We can provide you with Event Safety Officers for your event and liaise with local health officials to ensure your events runs safely

## Other Event Services

### Emergency Action Plan

The purpose of an emergency action plan is to identify what could go wrong within your event and what to do following the worse case scenario to this over and above your event risk assessment.

### Consequence Management

In the event of adverse weather or an unforeseen incident, we are able to provide a comprehensive contingency plan that may enable your event to be a success albeit at a different time.

### Traffic Strategy

A traffic strategy ensures traffic flows around your event are kept as near as possible to normal levels. In order to achieve this, traffic attending must have clear signage directing them to the venue. We are experienced in the development, implementation and successful management of any traffic strategy. And will liaise on your behalf with all agencies.

### Event Signage

We can provide signage for any event from general signs to bespoke signs for your event. All signs comply where required with current legislation.

### Signing Schedules

Planning a major event? We can provide you with a detailed and comprehensive signing schedule, ensuring that traffic, pedestrians and Emergency Services can get to and from your event safely. We are also qualified to place and recover the signage before and after the event.

### Contingencies

What would you do in the event of adverse weather or an unforeseen incident that affects your event? We can provide, in consultation with yourself and all agencies, comprehensive contingency plans to enable your event to be a success albeit at a different time.

### Signage

We are able to provide you with all types of signage for any purpose for any eventuality. All signs comply with current legislation where applicable. Please contact us for further details.

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