

**Full Conference
Services Include:**



Venue selection

**Budget Preparation
and Maintenance**

Registration

Onsite Staffing

**Airport Meet
and Greet**

Corporate Gifting

Accommodation

**Special Events
and Tours**

**Production of
promotional materials**

**Speakers and
Entertainment**

Transportation

***Total Events** is based in Kelowna, British Columbia and has over 15 years of conference and special events experience.*

We are a full service conference and convention management company who also specializes in making your conference, special event, incentive program or corporate sales meeting a memorable experience for you guests. Each event large or small is a culmination of our experience and attention to detail along with your goals and objectives. We are committed to providing excellent personalized service and quality events from start to finish.

We would be pleased to provide you with a proposal for the services you are looking for. Kelowna is a four season destination situated on an 80 km Okanagan Lake surrounded by vineyards and orchards, mountains and much more. Our destination awaits you!

**Your One Stop
Conference & Event
Management Company**

Visit us at: totalevents.ca

Phone: 250.769.9248 Fax: 250.769.9247

E gayle@totalevents.ca





Event Services

Venue Selection

We are happy to assist you with finding the right location to host your event. From private lakeshore homes to picnics in the park, we will be sure to create an event that suits your needs and the venues.

Budget Preparation & Maintenance

We will work with you to prepare and manage your conferences and events within your budget. Total Events has aligned itself with amazing partners and suppliers to deliver you the quality of service and calibre of events that we both expect.

Registration

From online registration to onsite staffing, Total Events will assist you with everything from how to welcome your guests to quality staff to greet them. Let us know how we can help!

On-Site Staffing

Total Events provides customer service oriented staff who understand the importance of taking care of your guests.

Airport Meet & Greet

Total Events will provide you with the best transportation options available for your group. From limousines to buses and shuttles, we will ensure your guests experience to be a positive one.

Corporate Gifting

Total Events is pleased to assist you in finding that perfect gift for your guests or speakers. Several local selections available.

Accommodation

We are happy to assist you with finding the right location to host your event. We will work with our local partners to ensure your stay is as comfortable as possible.

Special Events & Tours

We specialize in creating unique events and tours. From creating a themed evenings and formal gala's to tours and teambuilding events – Total Events is always creating new options for you to experience.

Promotional & Registration Materials

We will assist with the design of promotional and/or conference materials.

Speakers & Entertainment

From sourcing to selecting, we understand the importance speakers and entertainment to your events and conferences. The Okanagan Valley is filled with talented musicians and bands. We can provide you with a selection of local and international entertainment options including comedians, dueling pianists and live bands.

Transportation

Always a key element in every event or conference, transportation can set the tone for your event. We will work with you to ensure your transfers are flawless. From airport shuttles, limo's, vintage cars and 56 passenger buses to customized trips on boats, helicopters and houseboats. Group rates also available for car and truck rentals. We will design your trip to ensure your guest experiences our destination in style.

Theme Decor

From centerpieces to lighting, we will create a unique experience to fit with your company branding or theme.

**Proposal
Request Form**



For more information please visit us at totalevents.ca or at info@totalevents.ca

Fill out the form below to request a proposal.

CONTACT INFORMATION:

_____ <i>First name</i>	_____ <i>Last name</i>	_____ <i>Company</i>	_____ <i>Title</i>
_____ <i>Email</i>	_____ <i>Phone</i>	_____ <i>Fax</i>	_____ <i>Website</i>
_____ <i>Address</i>	_____ <i>City</i>	_____ <i>Province</i>	_____ <i>Country</i>

EVENT SPECIFICS:

_____ <i>Start Date</i>	_____ <i>End Date</i>	_____ <i>Number of Attendees</i>	_____ <i>Purpose of Event</i>
_____ <i>Location (if selected)</i>	_____ <i>Other Group Details</i>		

EVENT TYPE :

- Association
- Sales Meeting
- Incentive Travel
- Annual Conference
- Corporate Retreat
- Other (please specify): _____

ACTIVITIES:

- Transportation
- Airport Meet & Greet
- Registration
- Accommodation
- Corporate Gifting
- Special Events/Tours
- Entertainment & Speakers
- Off-Site Events