

BUDGETS

Sue has a vast amount of expertise generated from a variety of events that she has logistically coordinated. She will sit down and discuss your monetary allowance. Itemizing priority items. Creating a spreadsheet to be utilized for keeping everyone on track and within budget.

Diageo (2000-2008)



Sue coordinated the event planning and meetings that involved 21 markets across the USA, over 1000 participant's 24 distributors. She has passion for her job and ability to ensure that all systems run smoothly for the facilitators and presentations. *Kyle Yearick, VP - Commercial Sales Capability Development*

Sue was required to select hotel venues, negotiate rates, organize large shipments of products and merchandise to each event, organize travel requirements and schedules for the participants and be on site to manage the overall flow of the event. In every respect Sue is the consummate professional, managing all tasks with authority and clarity. *Sally Camm, Director Trade Marketing*

TIME-LINES

Creating a critical path template must be established illustrating important deadlines for all parties involved. This knowledge was gained while working 8 years with an international corporation requiring various events, seminars and workshops to be coordinated with a 1 year time-span in different locations

NEGOTIATIONS

Utilizing skills acquired throughout Canada and 24 markets within the U.S. Sue will reach out to venues and vendors. She will continually watch your budget



We really can't thank you enough – our Wedding "Fairy Godmother"
Andrea & Dave

ON-SITE

Day of the event every detail will be coordinated by Sue who will be on-site to set-up, trouble-shoot and ensure a stress free zone for everyone.



Thank you for all your efforts & huge investment of time in coordinating the Family Literacy Conference. *Committee Member*

COMMUNICATION

From conception to conclusion, Sue, will ensure you are kept informed and up to date with every single item within your event. As a detailed professional she will always have an update available when you call.



Sue staged Huron University College's Convocations and Dinners with elegance and precision. Her time management and communications skills, attention to the smallest detail, ensure the success of every event. *Dr. Ramona Lumpkin, Principal, Huron University College*

Her experience as an event planner was a welcome asset as she also handled all the public events. I remain in awe of her ability to "get up to speed" so quickly and effectively. *Dr. Trish Fulton, Interim Principal, Huron University College*