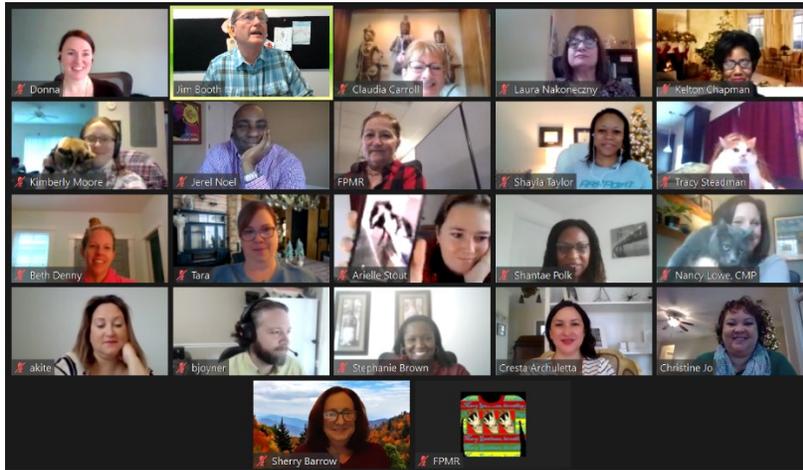




VIRTUAL EVENT PRODUCTION & MANAGEMENT SERVICES



PURPOSE: *To help you design and create an exciting virtual meeting experience for attendees.*

Design

Let us know if you're looking for assistance with developing sponsorship packages, agendas and sessions, or a communication plan. Whether you've made your event platform selection or are looking for help finding a platform that works for your event, FPMR has the resources to help. We

handle uploads to the event platform for all registrants, speakers, agendas, feedback surveys, polls, handouts, and communication/notifications freeing up your team to handle the myriad of other activities related to planning your event.

Training

We understand your team is busy and may need some additional support, so FPMR offers training on software and/or event platforms for anyone involved in the event including your Staff, Moderators, Speakers, and Organizers. Whether pre-recorded, in a group setting, or one-on-one for VIPs, FPMR ensures everyone associated with your event gets the help they need. We'll even prep your teams for presenting themselves online (A/V support, background, lighting) and can send a speaker kit (mic, camera, lighting) to speakers whose set-up doesn't meet the basic technical requirements.

Staffing & Post-Production

FPMR offers pre-recording sessions for a live event and has a strong team of event techs to support day-of event production, including troubleshooting and technical support during the entire event. We can record, stream, and host pre-recorded and live video. FPMR will help with digitizing, editing, sound mastering of your recorded materials. We know both content and data are crucial, so any files, recordings, and data are yours to keep.

Free Consultation

If you're new to the virtual event space and are looking for assistance in designing and/or executing your event FPMR can help! Reach out for a free consultation (a \$150 value).



Virtual Meeting Administrator

Donna Blake-Weems serves as Executive Director of the International Society of Managing and Technical Editors. She has planned in person and virtual conferences in North America, Europe and Asia. She received her Virtual Event and Meeting Management certification in 2020 from the Event Leadership Institute.