

WHY ASK JEF TO PLAN YOUR EVENT?

Because we stay in very close contact with you and know your business and your objectives intimately, we can:

- Plan and manage your event effectively
- Customize the event to suit your particular needs and help you meet your objectives
- Make your event a truly memorable and successful one



JEF

For more information on this JEF Department and rates at which you can access our services, contact:

**The Manager – Client Service,
Communication & Events Department**

The Jamaica Employers' Federation 2A Ruthven Road, Kingston 10

Telephone: (876) 926-6762, 926-5524, 926-6908 and 906-8370

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JEF

THE JAMAICA EMPLOYERS'
FEDERATION

// JEF'S Event Planning
Department is able to undertake
all aspects of the management
and implementation of functions
for our clientele ...//

Introducing JEF'S EVENT PLANNING SERVICES



Event Planning can be time consuming and can divert internal people resources from other critical tasks they must undertake. JEF has the solution for that dilemma.

Among the services we offer members through our Client Service, Communication & Events Department – the unit which serves as the principal liaison between JEF, our members, non-members and the wider Jamaican society – is highly competent planning support for any event you may wish to undertake.

Events

What are the events with which we can assist you?

They run the gamut of special promotions and include:

- Cocktail Party/Dinner/Luncheon/Breakfast
- Company, Product or Service Launch Event
- Press Briefing/Conference
- Awards Ceremony
- Public Forum
- Office/Staff Retreat
- Convention/Conference

Available Support from JEF

The suite of services we provide to ensure effective management of your event comprises:

- **Logistics Coordination, inclusive of:**
 - Identification of venue
 - Selection of Décor elements
 - Coordination of food and beverage arrangements
 - Invitation design and printing of invitations
 - Development of invitation lists and arranging dispatch of invitations and monitoring RSVPs
 - Design and printing of function programmes
- **Training and Briefing of Personnel, inclusive of:**
 - Ushers
 - Liaison Aides
 - Principal Event Host
 - Venue staff/personnel
- **Guiding Protocol Arrangements re:**
 - Correct address and order of recognition of dignitaries, etc
 - Correct seating of guests
 - Reception Line to greet Guest Speaker and other guests
 - Preambles

- **Public Relations, in respect of:**
 - Media Liaison
 - Photographic & Video Coverage

- **Conference & Training Facilities**

While we are able to utilize conference and training facilities at the clients' own premises, as well as at "neutral" venues – such as hotels – which provide a best fit for a client's needs, the following facilities are also available at JEF's fully equipped conference facilities at 2a Ruthven Road:

- Comfortable training room
- Audio-visual equipment
- Other meeting room requirements, such as flip charts and podium
- Private dining area
- Adequate and secure parking

Call us. We will tackle the planning of all your events for you!

BENEFITS

Following are the principal benefits you will gain if you opt to have JEF handle your Event Planning activities:

- You are guaranteed that your events will be organized at a highly professional standard;
- Personnel with many years of experience and the required expertise will take charge of implementing your event;
- Your valuable time, which would have been spent on planning an event, can instead be spent on other critical business activities;
- You will be relieved of the unnecessary stress and anxiety that comes with properly planning an event.

We will handle the stress on your behalf!