



Covington

MEETING MANAGEMENT

Your Event Partner



No matter what your event, we get the job done...
successfully, on time and on budget.



You dream it...

...we make it happen

Are you being asked to do more with less? Planning a meeting, but not familiar with the location? Challenged to meet your budget? Need assistance at your event? Covington Meeting Management has been partnering with professionals like you for over 25 years. Our goal is your goal, to deliver a successful program on time and on budget. We can make your job easier - so please take a look at some of the services we provide and call CMM the next time you need help.

Covington Meeting Management

- Site Selection**
- Online Registration**
- Program Management**
- Events/Meetings**
- Transportation**
- Onsite Assistance**

Toll-free: 800.922.9218 Tel: 804.747.4197
www.CovingtonMeetingManagement.com



Site Selection

- Destination research**
- Request For Proposals (RFPs)**
- Cost comparisons**
- Contract negotiation**



Online Registration

- Custom designed website**
- Registrant database**
- 24/7 availability & reporting**
- Payment collection**
- Save paper, postage & time**



Program Management

- Budget preparation**
- Timeline creation**
- Liaison with vendors**
- Rooming list monitoring**
- Master account review**



Events/Meetings

- Entertainment & Speakers**
- Unique venues & décor**
- Audio Visual**
- Food & Beverage**
- Recreation • Activities • Tours**



Transportation

- Airline reservations**
- Train reservations**
- Car rentals**
- Airport transfers**
- Meet & Greet service**



Onsite Assistance

- Experienced personnel**
- Monitor event set-ups**
- Manage guarantees**
- Registration desk**
- Hotel & Supplier interface**

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Glen Allen, Virginia 23060

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