



bavelile

C O R P O R A T E E V E N T S

COMPANY PROFILE

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About Bavelile Corporate Events

Bavelile Corporate Events was established as a boutique client-focused events management company, positioned to provide events management services for entities in both the public and private sector. We provide start-to-finish event management services, from event conception to implementation. Our approach and philosophy is based on understanding our clients' specific needs, devising innovative and creative ways to meet these needs and implementing the event vision through to post-event feedback.

Our events team consists of specialists ranging from creatives, facilitators, project managers, designers and digital technology experts. At Bavelile Corporate Events, we go the extra mile to deliver excellence in every event that we manage.

Bavelile Corporate Events is a 100% black woman owned enterprise and the company is a Level 1 BBBEE Contributor.

Vision

Bavelile Corporate Events strives to be the vanguard for professional and exceptional quality events management to service and address an array of businesses in accordance with acceptable social, economic and environmental standards.

Mission

To become a preferred provider of specialist event management services for corporate entities across all sectors.

Values

Integrity
Quality
Creativity
Communication
Client-centricism
Ethics & Compliance



Our Approach

At Bavelile Corporate Events, we believe that understanding your organisation and the business rationale for staging an event lays the foundation that ensures your event is providing a return on investment. Our approach differs from our competitors because we focus on your business first and your successful event is the result of factoring in your business, all planned participants and your budget requirements.

LEARN & UNDERSTAND

We want to get to know you.

What is your business? What are your goals and challenges? What are the issues that your clients are dealing with? Through obtaining a clear understanding of your company's leadership culture, internal operations and long term strategic plans, we are able to become a part of your team. Our approach works best when we can become more than event consultants and can become strategic event management partners.

CONCEPTION & DEVELOPMENT

Let us do the heavy lifting.

Now that we understand you and your business, we can now design event elements based on your specific needs and the goals of your event. We can offer you the peace of mind you need about the event planning through our tailored solutions that ensure that the event will be as specified and in line with your objectives as well as budgets. We look after the planning of a Corporate Event. Through our established network of preferred vendors, industry connections and experience, we can deliver a full-service event management experience. Our team is well equipped to deliver a world class event.

IMPLEMENTATION & ASSESSMENT

Watch the magic unfold

When great ideas meet tailored execution, the event comes to life. This is where our event management expertise comes into play. We handle the on-site details, production plans, schedules, deadlines and to do lists that come along with managing an event. From meticulous management of facility details, catering and on-site coordination, we ensure every facet of the event is looked after. Further to this, we conduct post-event assessments to evaluate success.



Our Services

Bookings

We manage all your logistical arrangements for the event including, but not limited to, Travel, Car Hire, Accommodation and Venue Hire.

Preparation of Event Materials

- Our events specialists can manage preparation of event materials including design, printing and binding.
- Our designers create the perfect invitations and notices for your event. This service is available in print and online.
- Our dedicated design and events specialists will ensure that any materials that will be used for your event are branded according to your company's established Corporate Identity. We also offer, as necessary, printing and binding services.

Event Management

We provide on-site events management services that include, but are not limited to, Décor, production, catering, post-event cleaning services and temporary staff to facilitate the smooth running of the event.

Budget Control

The measure of an event's success is not only found in the actualization of the event concept; it is also important that costs are managed and budgets are adhered to. To this end, we provide services to keep track of the budget and expenditure for the event to ensure that all cost containment procedures are complied with and that the event is managed within the approved budgets.



Conferencing

Bavelile Corporate Event specialists have experience managing corporate events and conferences throughout the country, giving us access to a strong network of connections countrywide. We offer robust support to your existing team, taking care of the details and allowing you to focus on your attendees and main objectives while we focus on all other aspects of your conference. Supplemental to our value-added services that come standard in all our service offerings (see page 13), we also offer the following services for your conference event: Volunteer Management, Delegate Registration and Management, Speaker Sourcing and Event Social Media Management; making Bavelile Corporate Events your one stop shop for all things conference.





Team Building

Motivated teams lead to increased productivity and ultimately increases the likelihood of employees dedicating themselves to meeting the organisation's operational goals. At Bavelile Corporate events, through our partners, we can offer an array of indoor and outdoor team building activities. All of our corporate team building activities are designed to be an integral part of your meeting, conference, training programs or year-end functions.

Indoor Team Building Activities – Our range of indoor team building activities offer fun and challenge for all members of your team from mental games to creative games. We have activities tailored to suit varying ages groups and interests, designed specifically to positively impact the effectiveness of your team.

Outdoor Team Building Activities – Our outdoor team building offers a range of corporate leisure activities. Depending on your company's specific needs, we can plan an event that is tailored to the specific characteristics of your staff. We work with facilitators who possess industry experience in the field.





Road Shows / Exhibitions

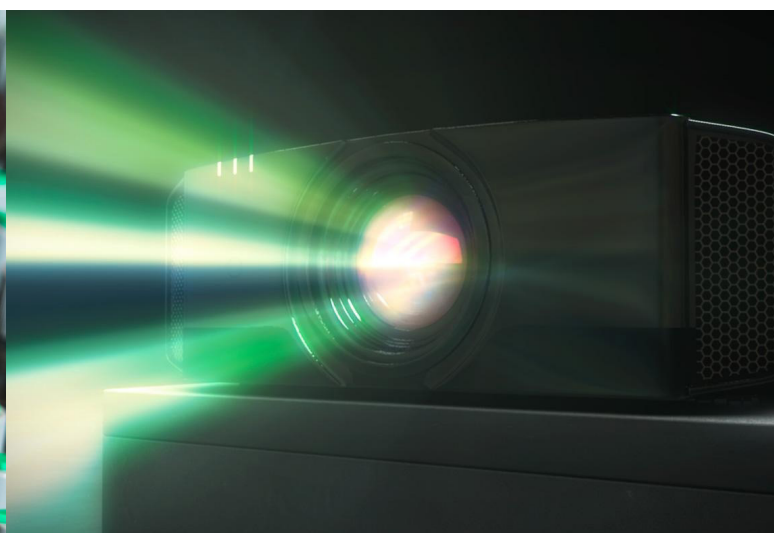
Road shows are used by organisations to exhibit their products and services to the widest possible geographic reach as they can attract many users from varying sections of the economy. At Bavelile Corporate Events, we have planned, facilitated and implemented road shows all over South Africa for our clients, with immense success. We take the time to understand your company's needs in terms of the people that need to be reached by your campaign and we take all necessary steps to ensure inclusivity. Through our affiliates and partners in the country, in both rural and urban areas, we are empowered to provide our clients with integrated services that will ensure that your Road Show is a success.





Equipment Hire

Key to a successfully staged event is making use of the right equipment for event presentations. Bavelille Corporate Events has an established roster of providers of equipment including sound equipment, lighting equipment and security equipment. Our pricing is competitive and we will make sure that your event is perfectly staged.





Year-End Functions

Your employees deserve time to unwind after a long year of hard work. The year-end function also serves as a great opportunity for employers to show their gratitude to the staff for the year gone by. Our team of event specialists will work with you to ensure that your year-end function is an event to be remembered (and hashtagged!!). Planning the function should not be an added burden in an already packed work day – Bavelile Corporate Events is here to provide a complete solution for your corporate function, awards ceremony, sporting event or gala dinner.





Meetings (Annual General Meetings, Board Meetings, EXCO Meetings)

We provide meeting planning services and event logistics tailored to meet your needs. Regardless of what format your meeting will take, you can rely on our event specialists to make your event a resounding success through our unparalleled event planning services. Further to this, Bavelile Corporate Events is committed to sustainable practices, SMME empowerment and Broad Based Black Economic Empowerment and supplier diversity is illustrated throughout our vendor management processes.





Sporting Events

Sporting events can be organized for a employees by a company, for the community or by government institutions as part of service mandates. These events create opportunities for businesses to generate income as well as help shape the image of an organisation. This is where professional event planners come into play. Bavelile Corporate Events manages all the finer details, logistics and other arrangements for your sporting event and oversees all the planning of the team and facility in preparation for the event. Sporting event management combines the excitement of sport with the hard work of business planning. We run your event so you can focus on running your business.





The following value-added services are included in all our core services:

- Event Concept (Budgets, Cash Flow Projections, Project Plans and Key Milestones)
- Post-event feedback (Production Feedback, Experience Analysis, Risk Management)
- On-site operations (Emergency Response Planning, Facilitation and Event Risk Management)
- Vendor Management (Price Comparisons, Cost Containment, Vendor Procurement, Contract Management)
- Event Communications and Marketing (Digital Marketing Strategy, eCommunication Planning, Social Media Management)



Why choose Bavelile Corporate Events?

As strategic event management partners, we bring a fresh, unique approach to event management. We understand that a properly executed event can be leveraged to support an organization's strategic vision, incorporated into a company's marketing plan, or used to build networks and client loyalty.

We approach every project with meticulous attention to detail and precision. Regardless of size and scope, we treat your event like a business with clear strategic goals, defined milestones and a comprehensive plan to ensure that your event is delivered on time and on budget.

"Good fortune is what happens when opportunity meets with planning." - *Thomas Edison*



Our Experience

Our industry experience includes working with clients including entities in the private sector, public sector, non-profit organizations and corporate clients. Each of these organizations has a unique set of business goals and challenges, and has chosen Bavelile Corporate Events because we understand the business of running events. Some of our clients are as below:





bavelile
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