



Events

by BFP

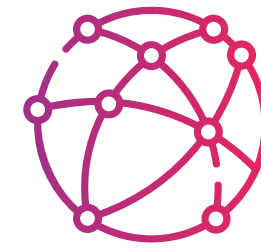
Introducing **Events by BFP**

Our dedicated meetings and events division specialises in creating unparalleled corporate experiences. Whether you want to stay connected with your existing clients, foster new relationships or reward your team, with the help of Events by BFP, we make executing the perfect event simple.

Our handpicked team of experts have more than 30 years of combined experience in event planning and management so are perfectly positioned to design events tailored to your individual requirements.



What Events by BFP can do for you...



Source venues all around the world



Manage group air travel



Book hotels and accommodation



Organise conferences and meetings



Coordinate company away days,
incentive trips and retreats



Plan award ceremonies and
corporate parties

Why choose Events by BFP?



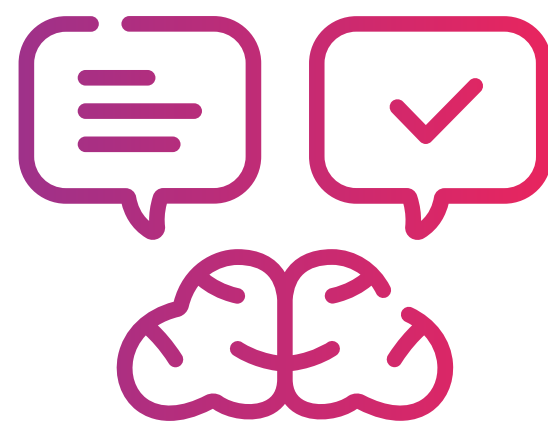
Trusted partner



Saving time



Budget reporting via
360 Intelligence



Delegate tracker



24-hour support



BFP Exclusive fares and
global hotel negotiations

Our events experience



Corporate Retreat Fairmont Windsor Park

- 80 attendees
- Accommodation
- Team building & wellness event
- Banqueting & Drinks reception
- Meeting rooms with breakout areas
- AV facilities i.e. projector, speakers, microphone, stage for CEO.



Board Meeting Bermuda

- 10 attendees
- Flights and ground transfers
- Accommodation
- Meeting room with AV facilities
- Private dinner and drink receptions

Holiday Party Whittlebury Hall

- 42 attendees
- Team building activities
- Accommodation
- Private banqueting and drink receptions
- Entertainment

Senior Management Director Annual meeting Orlando

- 160 attendees
- Flight & group transfers
- Accommodation

International BAR association Mexico

- 3x board rooms with AV facilities
- Private banqueting throughout



How we manage our events...

We understand that every event is unique, and so are our clients' preferences and budgets.

That's why we provide varying levels of event support based on a three-tier structure, ensuring that you have the freedom to choose the package that best aligns with your company and event.

- Venue Sourcing
- Management of Event
- Management of Event with onsite event support



Venue Sourcing

We will help you select the most suitable venue and liaise directly with the supplier on your behalf to manage the booking. Once the venue has been approved and confirmed, contract negotiation and ongoing management will be between the client and the venue. Payments will be made directly to the venue.

How it works:

- Source and select a range of venues for the client to approve.
- Act as go-between for client and venue while booking is finalised.
- Introduction to key point of contact at the venue.
- BFP will invoice a Venue Research Fee.



Management of Event

Your dedicated event manager will source and contact the right venue for your event. We coordinate all the necessary contracts, payment schedules and T&Cs to secure the venue. Once the booking is confirmed, we will be the liaison between you and the venue until the start of your event.

How it works:

- BFP will source suitable venues, and negotiate rates and flexibility on the client's behalf.
- Organise tours of selected venues with a BFP representative to ensure it's the right fit for your event.
- Oversee contracts and facilitate signing by both parties.
- BFP will arrange payment directly with the venue and agree terms and conditions.
- We will liaise directly with your team to confirm rooming arrangements, dietary requirements and any additional services before confirming with the venue.
- BFP will be available to answer any queries in the lead up to the event and manage any changes to the booking.





Full Management with onsite event support

For clients looking for the complete package from planning right through to delivery, we provide full event management with dedicated onsite event support. Our experienced team will facilitate every element of your event from venue hire through to payments and contracts. Plus, a dedicated BFP Events Executive will be on location throughout the entirety of the event to ensure the whole process runs smoothly.

How it works:

- BFP will source suitable venues, and negotiate rates and flexibility on the client's behalf.
- Organise tours of selected venues with a BFP representative to ensure it's the right fit.
- Oversee contracts and facilitate signing by both parties.
- BFP will arrange payment directly with the venue and agree terms and conditions.
- We will liaise directly with your team to confirm rooming arrangements, dietary requirements and additional services before confirming with the venue.
- A dedicated BFP Events Executive will be on site for the duration of the event.



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DELIVERING SEAMLESS,
BESPOKE EVENTS WORLDWIDE.