

Dear Event Planning Professional:

As the region's premier hotel, the Wyndham Gettysburg makes every effort to deliver "remarkable." With that in mind, we at Event Works were pleased to be selected as a preferred event production partner with the Wyndham Gettysburg.

Event Works has earned the highest praise from clients and hospitality partners for our ability to deliver extraordinary results with seamless execution and a keen focus on detail.



From concepts to compliments, Event Works is an award-winning, full-service special events production company that delivers on the unforgettable. Fusing innovative thinking with crisp execution, grand visions are turned into reality.

Delivering the "WOW" by bringing innovative stage design and custom-themed entertainment, the creativity is endless with a portfolio that includes:

- Landing a plane on stage at the grand opening of Harrisburg International Airport
- Docking a pirate ship and staging a treasure hunt in a carnival-like atmosphere for the buccaneers of Motley Fool
- Taking winter indoors by creating an ice palace for the Manheim Auto Auction
- Prospecting for gold, not exactly what is expected at a gala event for the American Cancer Society, yet it added much excitement to an evening inspired by authentic coal cars and mining historians who helped guests determine if gold was buried on their land.

From star-stunning, to foot-stomping, Event Works bring the talent and the know-how into every event, creating the "WOW" for an impressive client list including Kellogg's, State Farm Insurance, the Baltimore Orioles, Allstate, Frito-Lay, Turkey Hill Minit Markets, Herr's Potato Chips and so many more.

With proven project management skills, our team vigilantly oversees it all – from the most complex and technical elements, to orchestrating the finest details to create your desired ambiance. We're quite sure that you will love the personalities that we bring in working with you to execute your vision. Through it all, we bring the extraordinary to any event.

So how can Event Works "**WOW**" your group? Before you plan your next event, select the following form to complete an event profile and fax to us: 717-718-8786.

Contact Information:

Marion Adams

717-757-7277 – Phone

madams@eventworkswow.com

www.eventworksWOW.com



trg **Event Works**

Client _____
Budget _____

Contact Person _____
Phone # _____
E-mail _____

EVENT CHECKLIST



General Information

Event purpose _____

Event theme _____

Event date _____
Event times _____
Number of guests _____
Other information _____

Invitations

Invitations required? Yes No Qty. _____
RSVP date _____
Database required? Yes No
List source Client Purchase names
Database Criteria _____
Other information _____

Production Elements

- Lighting _____
- Tenting _____
- Pipe/drape _____
- Stage _____
- Podium _____
- Sound system _____
- Microphones (specify) _____
- Powerpoint support _____
- Other A/V needs _____

Decor

Themed decor Yes _____
Centerpieces Yes _____
Backdrop Yes _____
Linens Yes _____
Chair covers Yes _____
Other _____
Notes _____

Comments

Entertainment

- DJ Interactors
- Live Music Other _____
- Team Building _____
- Motivational Speaker _____

Signage/Graphics

Name tags? Yes No Type? Adhesive Clip-on
Signage requests
 Welcome
 Directional
 Other
Fliers/handouts/programs _____
Registration boxes/slips _____
Other _____

Miscellaneous

Photographer _____
Giveaways _____
Other _____

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